

The Village is not responsible for personal articles left on the premises or for injury or accidents while using the facilities.

We ask you to assist Village staff by preventing damage to walls, flooring, bathrooms, and furniture. The event's contact is responsible for the conduct of all those in their parties.

Signed copies of this document will be returned to you for your records and another will remain on file at Oregon Village Hall along with your deposit.

Please sign, attach cash or check payment (please keep deposits separate), and drop off at or mail to:

Oregon Village Hall
Attn: Liane Rhodes
101 Alpine Parkway
Oregon, WI 53575

Deposits

A \$10 deposit is required to receive the key fob for building access.

A \$250 deposit is required to confirm your reservation.

Individuals and groups using the facilities are responsible for maintaining the building and Village equipment in good condition and repair. Those using the facilities will be expected to pay for the repair of any damage or cleaning required following their event. If any damage has occurred, or additional cleaning is required, the Village will provide an invoice to the Person in Charge with information regarding the cost of such works, which may include the cost of materials, labor, and staff time. The Village may deduct such costs from your deposit. The Person in Charge shall pay to the Village the amount listed on the invoice within 30 days of receiving notice. If the Village finds that no damage has occurred and no additional clean-up is required, your deposit will be returned via your chosen preference.

Prohibited items include, but are not limited to...

-alcoholic beverages -burning of candles, incense, etc. -glitter -confetti

Clean Up

Refer to the attached checklist for cleaning up and checking out procedures. **If the Community Room is not cleaned prior to leaving you may lose your deposit and be billed for the actual time and cost to clean the room** as set forth above.

By signing below, I hereby agree and understand to comply with the guidelines mentioned in this document. I agree to comply with all applicable statutes, ordinances, rules, and regulations of the State of Wisconsin and the Village of Oregon. I have read this document thoroughly and fully understand and enter into it on behalf of myself and those I host during my rental period.

Signature of Event Contact: _____

Printed Name of Person in Charge: _____

Date Signed: _____ Received by The Village By: _____

Arrival and Departure Procedures

I, _____, employee of the Village of Oregon, have inspected the Community Room on _____ at _____. I have found everything to be in working order, all surfaces clean, and all provided materials present. Additional Notes:

Signature _____ Date _____

If you need assistance during your event:

- See if clerk's office is open and staff are available.
- Call or text Recreation and Programming Coordinator at (608) 501-7261.
- Call OPD at 608-835-3111 or Dane County Dispatch 608-266-4948 and request an officer be sent to: 101 Alpine Pkwy

Cleaning materials provided for your use:

- swiffer wet jet mop (in closet, extra pads under sink)
- paper towels (on counter, extra under sink)
- dish soap and sponges (on counter)
- magic erasers, anti-bacterial wipes, small broom and dustpan, multi-purpose cleaner (under sink)
- additional garbage bags in the bottom of receptable

Checking Out Procedure:

- ✓ All garbage and recycling placed in proper receptacles.
- ✓ Perishable items removed from fridge.
- ✓ Countertops and sink wiped down.
- ✓ Audio/Video equipment turned off. Lights will go off automatically.
- ✓ Remove any marks on floors or walls.
- ✓ Please check to make sure restrooms are in good and clean condition.
- ✓ Spot clean floors, windows, tables, and chairs.
- ✓ Tables and chairs placed in closet.

Please complete the following and return this form along with your key/fob to our drop box located in the drive thru lane closest to the building. After inspection following your event, we will return any unused portion of your deposit as indicated below.

_____ Please send my check deposit back to me at the address on file.

_____ Please shred my check deposit.

_____ I will come to Village Hall within the week to collect my deposit in person.

I have completed the checking out procedure and am confident I am leaving the Community Room, bathrooms, and common areas in the same condition as when I arrived.

Signed: _____ Date: _____