

Community Building Rental Guidelines

***50% CAPACITY- 125 PEOPLE**

The Black Creek Community Center was built for use by the citizens of Black Creek and the Black Creek Community including those in the Black Creek voting district only.

1. The building may be reserved for the current year only beginning January 2. No regular year to year bookings can be made.

2. **RENTAL FEE**: \$500.00 per day will be charged for the use of the building. A day shall constitute 6 a.m. to 11 p.m.

- ❖ You are only allowed to be in the building the day of your event. No one is allowed to set-up the night before. If you would like to set-up the night before you will have to rent the building for that day as well. If you are caught in the building on a day that it is not rented to you, you will forfeit half of your deposit.

3. **DAMAGE DEPOSIT**: \$250.00 will be charged at the time of reserving the building.

4. A person must be at least 21 years of age in order to make reservations for the building and identification (driver's license) must be presented if we feel you are underage. The person renting the building must control all members of their party. All bookings are to be made through the Town Hall office.

5. THERE IS TO BE NO PARKING ON THE GRASS BEHIND THE BUILDING. THERE IS AMPLE PAVED PARKING IN THE PARKING LOT. FAILURE TO COMPLY WILL RESULT IN LOSS OF YOUR DEPOSIT.

6. DO NOT USE TAPE OF ANY KIND ON THE WALLS, CEILINGS OR FLOORS AND DO NOT HANG ANYTHING FROM THE CEILING.

7. NO MATERIALS THAT WILL DAMAGE, DEFACE OR DISCOLOR THE TABLES OR CHAIRS IS ALLOWED IN THE BUILDING.

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8. The event must conclude prior to 11:00 p.m. to allow for cleaning up time.
9. The Town of Black Creek will inspect the facility to determine the disposition of the damage deposit. Every effort will be made to return the damage deposit within 7 to 10 days following the event.
10. The Town Board will reserve the right to waive any rental fees or adjust any rental fees for an event or activity that will be longer in duration than one day/time.
11. No chairs or tables should be taken out of the building.
12. Reports to the Police Department for disturbing the peace will be investigated and enforced.
13. Costs of repair for any damage to the building will be the responsibility of the person reserving the building.
14. Community groups using the building free of charge for a total of one week per year will be required to donate \$50.00 or the equivalent in 5 hours of building and/or yard cleaning services. Failure to comply with rules cancels building rights. The Town Board, Fire Department, and First Responders shall be exempt.
15. Cancellations of reservations or requests to change a reservation must be made immediately. Persons not canceling reservations two weeks prior to reservation date will be charged full price unless failure to cancel is the result of an emergency. All cancellations or changes in reservations will be determined by the Town Hall. Persons regarded as negligent by the Board will relinquish future reservation rights.
16. **If you forget to pick up your key, lose your key, lock your key in the building or misplace your key and someone has to come and unlock the building for you, you will forfeit \$50 of your deposit.**
17. **If in the event of unforeseen circumstances requires the use of the building by the Town when the building is reserved, reservations may be cancelled by the Board at any time with full refund of deposits.**

Town of Black Creek

Adopted 11/30/98

Revised 1/1/26

The undersigned has read the foregoing Community Building Rental Guidelines and does hereby agree to all terms and conditions therein.

Rental Date: _____

Signature

Printed Name

Date

Signature
Clerk/Deputy Clerk

Printed Name

Date