



## VILLAGE OF KEWASKUM

204 FIRST STREET  
PO BOX 38  
KEWASKUM, WI 53040

**OFFICE HOURS**  
Monday-Thursday 7:00 AM - 4:00 PM  
Friday: 7:00 AM - Noon

### WEBSITE

[www.village.kewaskum.wi.us](http://www.village.kewaskum.wi.us)

### EMAIL

[info2@village.kewaskum.wi.us](mailto:info2@village.kewaskum.wi.us)

### TELEPHONE

262.626.8484

### FAX

262.626.4909

**Make Checks Payable to:**  
**VILLAGE OF KEWASKUM**



#### OFFICE USE ONLY

Rental Fee \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt \_\_\_\_\_

## FACILITY RENTAL AGREEMENT

Reservations will be accepted upon receipt of completed "Facility Rental Agreement" and full payment.

- Please print clearly or type -

See reverse for category and rental fee detail

Category 1

Category 2

Category 3

Name (First & Last): \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Timeframe: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

#### FEES/CHARGES DUE AT TIME OF APPLICATION

Please check all that apply

##### KEWASKUM COMMUNITY ROOM (Available starting June 1, 2025)

Weekday (Monday – Thursday), except Holidays

Weekend (Friday – Sunday) and Holidays

##### RIVER HILL PARK

Kitchen

Large Shelter

Band Stand

South Concession Stand

All of the Above

AAL Shelter (located on Parkview Drive by the Museum)

##### KEWASKUM KIWANIS COMMUNITY PARK

Shelter

Concession Stand

Northeast Ball Diamond/Weekend (Friday-Sunday)

Northeast Ball Diamond/Daily

Tennis Courts

**Total**

I (renter) have read, understand, and agree to abide by the outlined "Rental Policies and Procedures". I agree to indemnify, defend, and hold harmless, the Village of Kewaskum, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter.

I HEREBY ATTEST THAT THIS COMPLETED APPLICATION IS A TRUE STATEMENT OF DESIRED USAGE AND IS REPRESENTATIVE OF THE INDICATED GROUP/ORGANIZATION/AFFILIATION (if any).

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

<b>RENTAL FEES</b> (Please refer to the Reservation Category Descriptions below to determine your rental fee)				
		<b>CATEGORY 1</b>	<b>CATEGORY 2</b>	<b>CATEGORY 3</b>
<b>KEWASKUM COMMUNITY ROOM</b>				
<input type="checkbox"/>	Weekday (Monday – Thursday), except Holidays	No Cost	\$ 80.00	\$100.00
<input type="checkbox"/>	Weekend (Friday – Sunday) and Holidays	No Cost	\$100.00	\$120.00
<b>RIVER HILL PARK</b>				
<input type="checkbox"/>	Kitchen	No Cost	\$ 75.00	\$100.00
<input type="checkbox"/>	Large Shelter	No Cost	\$ 75.00	\$100.00
<input type="checkbox"/>	Band Stand	No Cost	\$ 50.00	\$ 75.00
<input type="checkbox"/>	South Concession Stand	No Cost	\$ 50.00	\$ 75.00
<input type="checkbox"/>	All of the Above	No Cost	\$200.00	\$250.00
<input type="checkbox"/>	AAL Shelter ( <i>located on Parkview Drive by the Museum</i> )		\$ 50.00	\$ 75.00
<b>KEWASKUM KIWANIS COMMUNITY PARK</b>				
<input type="checkbox"/>	Shelter	No Cost	\$130.00	\$150.00
<input type="checkbox"/>	Concession Stand	No Cost	\$ 80.00	\$100.00
<input type="checkbox"/>	Northeast Ball Diamond/Weekend (Friday-Sunday)	No Cost	\$340.00	\$375.00
<input type="checkbox"/>	Northeast Ball Diamond/Daily	No Cost	\$200.00	\$250.00
<input type="checkbox"/>	Tennis Courts ½ Day	No Cost	\$ 10.00	\$ 20.00

**RESERVATION CATEGORY DESCRIPTIONS**

**Category 1:** Charitable Groups within the Village of Kewaskum, Government Agencies, Non-Profit Organizations, Recreational Groups within the Village of Kewaskum, and Schools (Proof of exemption may need to be provided at time of reservation)

**Category 2:** Village of Kewaskum Residents

**Category 3:** Non-Residents of the Village of Kewaskum, For-Profit Businesses

**Examples:**

**Charitable Groups with the Village of Kewaskum:** Any group without 501(c) (3) status: Special Interest Groups, Church Organizations

**Government Agencies:** Department of Natural Resources, Department of Transportation

**Non-Profit Organizations:** Groups with 501 (c) (3) status: Boy/Girl Scouts, Youth Association Groups

**Recreational Groups:** Groups with 501 (c) (3) status: Kewaskum Athletic Association (KAA), Kewaskum Youth Soccer Organization (KYSO)

**Non-Residents of the Village of Kewaskum:** Any individual who lives outside of the Kewaskum Village limits

**For-Profit Businesses:** Any group or individual who operates for a profit



## VILLAGE OF KEWASKUM FACILITY RENTAL POLICIES AND PROCEDURES

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### GENERAL INFORMATION

Thank you for choosing to host your event with the Village of Kewaskum! We're here to help ensure your experience is smooth and enjoyable. If you have any questions about the terms outlined in this rental agreement, we encourage you to reach out to us before signing.

Should any issues arise during your event, please contact us at **(262) 626-8484** during regular business hours. In case of an emergency requiring police, fire, or medical assistance, please dial **911**.

Please note that any violations of this agreement or Village ordinances may affect your eligibility to reserve Village facilities in the future.

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### RENTAL PROCEDURES

- Rentals are accepted **on a first-come, first-served basis**, up to **12 months in advance**.
- **Village meetings, elections, and official functions** take priority over other reservations.
- If you are reserving a facility on behalf of a **business or organization**, residency is based on the location of the business/organization—not your personal address.

To secure your reservation:

- Complete the rental agreement and submit payment to the Village of Kewaskum.
  - If your group is a **501(c)(3)** nonprofit, please include proof of tax-exempt status.
  - Forms can be found on our website at [www.village.kewaskum.wi.us/forms](http://www.village.kewaskum.wi.us/forms).
  - Reservations and payments are accepted at the **Municipal Building (204 First Street)** during normal business hours, excluding holidays.
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### ADMISSION CHARGES

Charging admission to your event is not permitted without **prior written approval** from the Village Administrator or their designee.

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### CANCELLATION POLICY

To cancel your reservation:

- Submit a **written cancellation notice**.
  - Cancellations received **at least 3 weeks** in advance are eligible for a **50% refund**.
  - Unfortunately, we cannot offer refunds for cancellations made **less than 3 weeks** prior to the event.
  - Refunds will be processed within **4 weeks** of cancellation.
  - Please note that **weather-related cancellations** are not eligible for refunds.
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### INSURANCE REQUIREMENTS

Depending on the nature of your event, you may be asked to provide **proof of liability insurance**. If required:

- The Village must be named as an **Additional Insured**.
  - The policy must include a **10-day written notice of cancellation**.
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## VILLAGE OF KEWASKUM FACILITY RENTAL POLICIES AND PROCEDURES

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### FACILITY USE AND RESPONSIBILITY

#### Damages

The rental party is responsible for **any damage** to the facility or equipment. If extra cleaning or repairs are required after your event, you will be billed accordingly.

#### Decorations

You're welcome to decorate! Just be sure to:

- Avoid using tape, tacks, nails, staples, or screws.
- Use white mounting putty only and remove it completely.
- Follow all fire safety codes.
- Remove all decorations immediately after your event.

#### Facility Hours

Facilities are available from **7:30 AM to 11:00 PM**.

- Your reservation should include setup and cleanup time.
- Access to the facility begins at your reserved start time.
- Please ensure the facility is cleaned and secured by the agreed end time unless you have received written permission to extend.

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### KEYS

- Keys may be picked up **two business days before** your event during regular hours at the Municipal Building.
- Return keys the next business day or place them in the **payment drop box**.
- **Lost keys or locks** will result in replacement charges.
- No keys are required for the **River Hill Park AAL Shelter**.

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### RENTAL CHECKLIST

Please review the provided **Rental Checklist** to help keep the facility clean and ready for future guests.

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### AGE & SUPERVISION REQUIREMENTS

- Renters must be at least **21 years of age**.
- Events involving guests under 21 must be supervised by an adult who will also be the responsible party on the agreement.
- For **youth activities**, maintain a supervision ratio of **one adult per every 8 children**.

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### SAFETY AND SECURITY

The Village is not responsible for personal injuries, loss, or damage to personal items during your event.

We reserve the right to require **uniformed police officers** at events, with associated costs being the renter's responsibility.

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## VILLAGE OF KEWASKUM FACILITY RENTAL POLICIES AND PROCEDURES

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### REFRESHMENT SALES

To sell beverages or food:

- Obtain the appropriate **Village licenses and permits** per **Municipal Code Section 6-62**.
- Include copies of these permit applications with your rental agreement.
- Beverages must be served in **metal, paper, or plastic** containers.
- **No sales after 11:00 PM** unless approved in writing.

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### SETUP AND CLEANUP

- Facilities are rented **as-is**; renters are responsible for all setup and teardown.
- Please return **thermostats** to their original settings after use.
- Renters must bring their own **tableware, towels, soap, and supplies**.
- All personal items must be removed after your event.
- Trash and recyclables should be placed in **outdoor receptacles**.
- Any additional cleaning required after your event may result in additional charges.

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### EVENT TERMINATION

The Village reserves the right to **terminate any event** that presents a public safety risk or violates laws, ordinances, or rental agreement terms.

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If you have questions, need clarification, or want to talk through your event plans, we're here to help. Thank you for helping us keep our community spaces safe, welcoming, and well-maintained for everyone!



## FACILITY CLOSING CHECKLIST

To help ensure our community spaces stay clean, safe, and ready for the next guest, we kindly ask that you complete the following before leaving. Thank you for your cooperation!

### Before You Leave, Please Make Sure:

- **Tables and chairs** have been wiped down and cleaned.
- **Kitchen areas** are clean—including the refrigerator, stove, sink, and countertops.
- **Restrooms** are tidy and left in good condition.
- **Floors** have been swept, vacuumed, or mopped, as needed.
- **Thermostats** (heat/AC) have been returned to the setting they were at when you arrived.
- **Decorations** have been taken down with care. No damage was done to walls, ceilings, woodwork, or window coverings, and any white mounting putty used has been completely removed.
- **All personal items** brought in (equipment, supplies, decorations, etc.) have been removed from the facility and surrounding grounds.
- **Tables and chairs** are placed back where you found them.
- **Trash** has been disposed of in the designated outdoor garbage receptacles.
- **Recyclables** have been rinsed and placed in the appropriate bins outside the facility.
- **Stove** is turned off, if it was used.
- A **final walkthrough** has been completed to check all areas.
- All **lights** (except exit lights, nightlights, and the annex fan) have been turned off.
- All **doors** are securely locked.
- **Keys** have been returned to the Village Hall by the next business day, or placed in the drop box at the Municipal Building.

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## Thank You!

We hope your event was a success and that you enjoyed using our facility. Your help in keeping our community spaces clean and welcoming is greatly appreciated.

We look forward to hosting you again!

— Village of Kewaskum