

Rental Agreement
Village of Spencer Lions Shelter
109 S Park Street
Spencer, WI 54479

We want our residents to be able to utilize our park facilities while continuing to adhere to the CDC Guidelines. Outdoor activities play a critical role in physical and mental health. In addition to the standard rental guidelines, we have established a few items that we encourage you to follow and additional steps we will take to help you and your guests be safe. After renting the facility, if you discover that you or a guest has COVID-19 or is experiencing symptoms, please notify the Village Office as soon as possible at 715-659-5423.

1. **The best rule to follow is “Do not attend if you are not feeling well”.**
2. We will have the facility cleaned and disinfected, to the best of our ability, prior to your rental. We will provide cleaning supplies for you to use during and after your event. Additional supplies that you wish to use will be your responsibility including hand sanitizer. We have arranged to have a cleaning person disinfect after each event. There will be an **additional \$15** fee to help cover the cost of disinfecting the shelter and bathrooms after each event.
3. Protective equipment or masks have been recommended.
4. We have not established a limit to the number of guests allowed. Be reasonable and cautious when inviting your guests. Eliminate unnecessary physical contact. Social distancing is recommended, if at all possible.
5. Frequent hand washing is recommended.
6. It is recommended to use disposable instead of reusable items wherever possible.
7. A key must be picked up the last business day before renting the shelter at the Village Office at 105 S Park Street by 4:00 P.M. on Friday (5:00 P.M. Monday – Thursday). TWENTY-FIVE Dollars will be paid when arrangements are made to rent the shelter and SEVENTY-FIVE dollars will be paid when the key is picked up. Total rental charge is **\$100.00** (unless previously booked under the \$75 rate).
8. After use, please take all items that you had in the refrigerator, wipe it down, and leave it plugged in. The refrigerator must remain running at all times.
9. **Please clean up after yourself on the same day you are renting the shelter.** The shelter will be inspected after your use and any clean up that needs to be done will have a \$25.00 minimum charge.
10. In closing the shelter, please
 - Place all garbage and recycle bags in the dumpsters.
 - Make sure all windows and doors are locked.
 - Turn off all lights.
 - Turn off all fans.
 - **OUTSIDE AND INSIDE BATHROOM DOORS SHOULD BE SECURELY LOCKED**
11. **Any damage to the Shelter will be the responsibility of the renting party.**
12. No nails or staples shall be placed in walls for any purpose.

13. PLEASE DO NOT SELL ALCOHOLIC BEVERAGES. Individual events may have fermented or alcoholic beverages but may not charge for these beverages.
14. If you have any problems or concerns, please contact the Police Department at 715- 659-5453.
15. For emergencies call 911.
16. According to Village ordinance, the shelter shall be CLOSED AT MIDNIGHT. Please make sure to have the shelter cleaned, garbage and recycling taken to the dumpsters, and the shelter locked up by midnight.
17. The keys may be returned to the Village Office on the first business day after use or drop them in the drop box at the Spencer Municipal Building.
18. You may bring supplies into the shelter the day of the event only. If you need to bring in supplies prior to the day you are renting the shelter, you MUST have prior approval from the Village Office. If you need to rent the shelter for more than one day, check with the Village Office for availability. The shelter is used by several organizations and private parties through the spring and summer months. Please be considerate.

I agree to the terms of this rental agreement.

Signature

Print

Date