



ROOM USAGE AGREEMENT
Omro Area Community Center
130 W. Larrabee Street
Omro, WI 54963

DATE NEEDED _____ TIME: _____ entered into this day: _____

The Omro Area Community Center, hereinafter referred to as OACC and the below named "Renter" agree to the following terms:

Name of Authorized Representative: _____

Address of Representative: _____

Phone Numbers: _____ Cell: _____

Purpose of Rental: _____

I hereby reserve the use of the following space at the OACC:

- _____ Main Activity Room (Dining Room) \$75 Single Use / \$65 - 6 month Lease
- _____ Kitchen \$35 Single Use / \$25 - 6 Month Lease
- _____ First Floor Conference Area Single Use \$25 / \$20 - 6 Month Lease
- _____ Second Floor Room with Sink Single Use \$50 / \$40 - 6 Month Lease
- _____ Second Floor Computer Room Single Use \$50 / \$40 - 6 Month Lease
- _____ Second Floor Board Room Single Use \$40 / \$35 - 6 Month Lease
- _____ Second Floor Blue Wall Room Single Use \$40 / \$35 - 6 Month Lease
- _____ Second Floor "L" Shaped Room Single Use \$65 / \$50 - 6 Month Lease
- _____ Second Floor Middle Room Single Use \$175 / \$150 - 6 Month Lease
- _____ Second Floor Yoga Room Single Use \$40 / \$30 - 6 Month Lease
- _____ Second Floor Small Office Room Single Use \$25 / \$20 - 6 Month Lease

For a total fee of \$ _____ plus a deposit fee of \$ _____ (Same as the Leased amount above) to be paid no later than two days before the date needed and delivered to or sent to the OACC, 130 W Larrabee Street, Omro, WI 54963. Any waiving of fees will be done on a case by case basis.

Terms of use:

Both parties agree that the deposit shall be refunded or destroyed (if in check form) no later than one week after the date of the usage time only if the utilized space has been returned to its original condition. This shall be determined by an inspection by an authorized representative of the OACC the next business day. After the



usage, who will determine that there has been no damage to the furnishings, building or fixtures and that it has been returned to the state it was rented in.

As a condition of the “Renter’s” use of the space, renter hereby agrees to indemnify and hold harmless the OACC, its agents and employees and the owners of the building for any and all damage done to the furnishings, building and fixtures by ourselves or our guests during the period of time, as defined above. This indemnification shall also include but not be limited to: all costs, expenses, including attorney’s fees, damages, liabilities and judgments for personal injuries including death, resulting therefrom and for property damage sustained by any person, firm or corporation whomsoever or whatsoever cause or alleged to be caused, directly or indirectly, by any act or omission, negligent or otherwise, of the undersigned or their guests, invitees or participants, as occasioned by the use of the reserved space in the OACC. The undersigned shall also provide defense for any such action or suit brought against the OACC, its agents and employees as well as the owners of the building, shall pay all costs and expenses of whatsoever nature, including attorney’s fees resulting therefrom and in conjunction therewith, and shall pay on behalf of those indemnified under this agreement the amount of any judgment that may be entered against them in any such action or suit.

The signature of your group/organization’s authorized representative attests to your agreement to abide by the following rules when using space in the OACC:

KEYS:

If a key to the OACC is necessary for this reservation, this group agrees to sign out a key at the OACC between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. The key may be deposited in the box on the wall in the reception area when the renter is ready to leave. If the responsible person forgets to do this, the key must be returned the next business day (Monday – Friday.) There will be a **\$100.00 fee** levied for non-returned keys.

OACC POLICIES:

1. No smoking is allowed in the building or at the building’s front entrance – Larrabee Street entrance.
2. No alcoholic beverages or illegal drugs are allowed on the grounds, in or around the building.
3. Any furniture and/or items that are to be moved or placed into storage must be done by the undersigned. The furniture and/or items must be moved back into their original placement after the completion of the event.
4. Any set up of tables and/or chairs is the responsibility of the undersigned.
5. Absolutely no scotch tape or other types of adhesives are to be used on any walls or ceilings as these can damage the walls.
6. ABSOLUTELY NOTHING SHALL BE SUSPENDED FROM THE SPRINKLER HEADS FOUND ON THE CEILINGS.
7. No lit candles or items using a flame or fire is allowed to be used any time.
8. All children must be supervised. This includes chaperoning them at all times.



9. Guests, invitees or participants must be considerate of other's rights to the enjoyment and usage of the OACC. When coming to or leaving an event or traveling to the rest rooms the guests, invitees or participants must do so in a courteous manner so as not to disturb others who might be using the OACC.
10. No food or beverages are allowed into the carpeted areas of the OACC without permission. Food and beverages are only allowed in the first floor main activity (dining) area, kitchen and snack area unless other arrangements are made in advance.
 - 10.1 The use of food in unauthorized area known as _____ has been approved by _____, on this date _____.
11. All rooms used, as well as the rest rooms, must be cleaned and left in the same condition in which they were found. Clean up shall include, but not be limited to, the cleaning and wiping of tables and chairs, sweeping, vacuuming or mopping of floors, only with specific products, removal of trash and take down of and proper disposal of all your own decorations.
12. All garbage and recyclables must be taken away and disposed of by the renter. The dumpsters located behind the center are for public use.
13. If the rooms and rest rooms used are not cleaned and returned to the condition in which they were found a minimum charge of \$100 will be levied for clean-up.
14. All lights in the used rooms, including rest rooms, must be turned off after their usage of the space. If lights are not turned off after the usage of the space the OACC reserves the right to levy a minimum fee of \$50.

KITCHEN:

1. Do not use any items found in the kitchen cupboards or around the kitchen without previous permissions from the OACC
 - a. Permission for use of the dishes and other items found in the kitchen has been granted by: _____ on this date: _____.
2. Use only the items authorized as indicated below:
____ Stove ____ Griddle ____ Oven ____ Dishwasher ____ Refrigerator ____ Freezer ____ Coffee Pots
3. Nothing may be cooked or warmed using open flame or charcoal type cooking units.
4. Assure that all water faucets are turned off.

MAIN ACTIVITY ROOM:

1. Do not use any items found in the Main Activity Room, including signs, bulletin boards, and other items on the walls without previous permission from the OACC
 - a. Use only the items authorized as indicated below:
____ TV

HOURS OF USAGE:

The undersigned agrees to occupy and vacate only the rooms rented under this agreement at the time specified on this agreement as there may be others who have booked the rooms before or after the undersigned usage. Renters must vacate the premises no later than 11 pm due to city ordinance. The hours of usage on this agreement may not be changed without the permission of the OACC Executive Director.

