

VILLAGE OF BELMONT

222 S. Mound Ave., P.O. Box 6, Belmont, WI 53510
Phone: (608) 762-5142 Fax: (608) 762-5525

COMMUNITY BUILDING RESERVATION FORM

Applicant: _____ Phone: _____
Name/Organization

Address: _____

**Requested Date: _____ Start time: _____ AM / PM

contact the Village Office for availability

Rental Fees for Community Building Use:

\$35.00 Personal/Family Event

\$45.00 Fundraiser Sale/Party

(If applicant lives/is from outside Belmont School District, add \$25.00)

PURPOSE FOR RENTAL OF THIS FACILITY: _____

I acknowledge that I have read and understand the enclosed rules and policies sheet and that I will be billed for any excessive clean up/repair costs.

Signature of Applicant/Organization Representative

Date

****RENTAL FEE MUST BE PAID WITHIN
ONE (1) WEEK AFTER RESERVING THE DATE
WITH THE VILLAGE OFFICE**

MAKE CHECKS PAYABLE TO: VILLAGE OF BELMONT

☞☞ ALL FEES ARE NON-REFUNDABLE ☞☞

VILLAGE OF BELMONT
222 S Mound Ave, PO Box 6, Belmont, WI 53510
(608) 762-5142
villageclerk@belmontwi.com

TO ALL COMMUNITY BUILDING USERS:

Please use common courtesy when using this facility. Many people use it and someone may have it reserved for use immediately after you leave. Failure to clean up may result in an additional fee or denial of future use.

****TIME LIMIT – FACILITY MUST BE CLEANED AND LOCKED BY 10 PM**** Thank You.

REMEMBER TO BRING YOUR OWN:

1. PLATES, UTENSILS and NAPKINS
2. DISH CLOTHS, DISH TOWELS and DISH SOAP
3. COOKING UTENSILS AND PANS

DO NOT USE:

1. THE STEAM CART
2. ANY ITEMS IN THE CUPBOARDS
3. ANY ITEMS ON THE UTILITY CARTS
4. ANY ITEMS UNDER THE SERVING COUNTER
5. THE COFFEE MAKERS ON THE KITCHEN COUNTER
6. THREE FREEZERS ON THE SOUTH WALL OF KITCHEN
7. LARGE INDUSTRIAL REFRIGERATOR ON EAST WALL OF KITCHEN
8. ANY TAPE ON ANY OF THE WALLS (tape will pull finish off walls)

OK TO USE:

1. THE REFRIGERATOR/FREEZER ON EAST WALL OF KITCHEN
2. TWO MICROWAVES
3. TWO STOVES

MISC REMINDERS:

1. NO SMOKING ALLOWED INSIDE THE BUILDING OR WITHIN 100' OF THE ENTRANCE
2. DOORS AND WINDOWS ARE TO BE KEPT CLOSED – This facility is heated/air conditioned
3. IF YOU HAVE HELIUM BALLOONS, TURN OFF THE OVERHEAD FANS; OTHERWISE THE FANS SHOULD BE LEFT ON. (Your cost to replace an overhead fan is \$225!!)

REMEMBER TO CLEAN:

1. ALL COUNTER TOPS
2. TABLES & CHAIRS – Also return to where they originally were when you arrived.
3. FLOORS – Broom, dustpan and mop & bucket are located in the back hallway of the kitchen.
USE COOL CLEAR WATER ONLY (No Soap)!!!
4. GARBAGE – Leave garbage bags at the bottom of the main stairs near the Men's restroom.
Additional garbage bags are stored on the ledge going down the back stairs.
5. CHECK RESTROOMS – Clean sink and empty trash cans.

BEFORE YOU LEAVE:

1. TURN OFF ALL LIGHTS IN RESTROOMS, KITCHEN AND MAIN ROOM
2. LOCK ALL DOORS OPENING TO THE OUTSIDE INCLUDING THE DOOR AT THE BOTTOM OF THE BACK STAIRS IN KITCHEN AND ALL BASEMENT DOORS. THE FRONT DOOR DEADBOLT MUST BE LOCKED FROM THE OUTSIDE BY TURNING THE DIAL AND PUSHING THE TOP BUTTON ("SCHLAGE").

If you have any questions/problems while you are using the facilities,

Please call the on-call Village staff at (608)642-0153

To reserve this facility, please contact the Village Office at (608)762-5142 during office hours.

Approved by Village Board 2-19-20