



**Memorial Building Use/Rental Agreement Form**

Date(s) of Use/Rental \_\_\_\_\_ Time Frame: \_\_\_\_\_

Function \_\_\_\_\_ Est. # of people attending \_\_\_\_\_

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone # \_\_\_\_\_

Indicate facility being requested:

\_\_\_\_\_ Village Gymnasium

\_\_\_\_\_ Kohler Memorial Theater

These facilities are rented on First Come – First Serve basis. However, Kohler School, Kohler Foundation and Kohler Co. have priority with the use of these facilities. No phone reservations accepted. Call for availability. No applicant may sub-let any part of the building for which they have a permit. **You must be 18 years of age or older to rent the Village of Kohler facilities.**

**In entering this agreement, I will uphold the Village of Kohler policies and ordinances. Any violations will be just cause for the denial of future reservations in the Village of Kohler facilities:**

1. Cancellation of this rental agreement must be made to the Public Works office, 920-459-3881, at least 48-hours before the scheduled event to obtain a refund of the total deposit.
2. Any person or organization using/renting any facility in the Village shall agree to assume full responsibility for all damage to Village property by any guest and shall make full payment therefore upon billing by the Village Clerk-Treasurer. Any additional clean up costs by the Village will be billed at \$40.00 per hour.
3. There is NO SMOKING allowed in any Village facility.
4. All accidents, incidents, and misunderstandings must be referred to the Village Clerk-Treasurer's Office within 48-hours of the rental date.
5. Any misrepresentations of events or the use of Village facilities will result in the immediate termination of the applicants' occupancy of the Village facilities and will be just cause for the denial of future reservations in the Village.
6. A certificate of insurance is required.
7. The applicant does hereby agree to indemnify and hold the Village of Kohler, its elected and appointed officers, employees, and agents harmless from and against all claims, liability, loss, and expense, including reasonable attorneys fees and court costs, arising out of any negligent act, misconduct, or other fault of the applicant, applicant's guests or invitees in connection with the use/rental of Village facilities.

**Fees: (Payment due upon reservation)**

Village Gymnasium:

- Kohler Co. Weds. Basketball League \$700/year
- Kohler School District (athletic events only) \$0 (athletic events only)
- Boy/Girl Scouts, Service Groups (listed in The "Pink Agreement"), YMCA \$0 (official Village of Kohler teams only)
- Groups not included in above \$30/hour + \$40/hour custodian fee

Village Theater:

- Non-residents/profit organizations \$200/day for rehearsal + \$40/hour custodian fee  
\$400/day for performance + \$40/hour custodian fee  
Actual cost for A/C, if requested
- Non-profit/no admission, resident  
*(organization must be chartered or based in Kohler)* \$100/day + \$40/hour custodian fee  
Actual cost for A/C, if requested

**Total Fee:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date \_\_\_\_\_

\_\_\_\_\_  
Approved by: Date \_\_\_\_\_

