



Kirkpatrick Center & Parks Rental Agreement Form

Date of Rental _____ Time _____

Function _____ Est. # of people attending _____

Name or Organization _____

Address _____ City _____

Phone # _____

Indicate facility being requested:

Kirkpatrick Center
 Roosevelt Park
 Lost Woods Park

These facilities are rented on First Come – First Serve basis. Reservations for the year begin January 1 for Village Residents and February 1 for non-residents. 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 Villager Clerk-Treasurer, 920-459-3873, at least 48-hours before the scheduled event to obtain a refund of the total deposit.
2. Any person or organization reserving 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. The security deposit will be refunded after verification that the facility has not been damaged. Any additional clean up costs by the Village will be billed at \$20.00 per hour and will be deducted from the security deposit.
3. There is NO SMOKING allowed in any Village facility. Drinking of intoxicants is permitted.
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 at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservations in the Village.

Fees: (Payment due upon reservation)

Residents	Non-residents	
\$25.00	\$ 50.00	security deposit
\$50.00	\$200.00	Kirkpatrick Center rental fee
\$25.00	\$200.00	Roosevelt Park rental fee
\$50.00	\$250.00	Lost Woods Park rental fee

The Kirkpatrick Center closing time is 1:00 a.m.

All park facilities are closed between 10:00 p.m. and 7:00 a.m. Park rentals are available April 1 – October 15.

Signature of Applicant

Date

Rules and Regulations

1. No person shall destroy, mutilate, deface, injure or remove any fence, railing, bridge, building, sign pipe, hydrant, walk, drive, curb or any fixed or movable property of any kind; nor shall injure, break, remove or mutilate any trees, shrubs, plants or flowers in any of the public parks or playgrounds.
2. No person shall kill, maim or remove any bird, fish or animal in any public park except by authority of the chief of police.
3. No person shall post or affix any placard, bill, notice or other paper upon any structure, fence or enclosure in any park or playground.
4. No fire shall be built in any of the public parks except at places designated by the property committee.
5. All refuse, paper or waste materials must be placed in receptacles provided therefore.
6. No person shall at any time play football, baseball, archery or golf in any public park or on any playground except in and upon such area officially designated by the property committee.
7. No loitering shall be permitted immediately adjacent to and within any public restroom.
8. Use of sound amplifying equipment shall be limited to those areas designated by the property committee.
9. No person shall use a park for any purpose other than that stated in the application. The right to use such area shall terminate forthwith if used for a purpose other than stated in the application.