

Municipal Building Facility Coordinator

Madison Myers, mmyers@ci.lake-mills.wi.us

200D Water Street, Lake Mills, WI 53551

Receipt Number: _____

Payment Amount: _____

Coordinator Initials: _____

CITY OF LAKE MILLS
MUNICIPAL BUILDING ROOM RENTAL APPLICATION
REGULAR USER

Applicant Information

Name: _____

Email address: _____

Phone Number: _____

Address: _____

Rental Information

Date of Application: _____

Date of Event: _____

Time of Start of Setup: _____ AM/PM

Time of End of Cleanup: _____ AM/PM

Will alcohol be served? Yes/No

Date Waiver of Liability and Insurance Received:

Organization/Group: _____

Purpose of Event: _____

Space Selection (Circle rental selections and enter total amount. Fee amounts must be confirmed with the Community Center Coordinator.)

| Location | City Resident | | Non-City Resident | |
|--------------------------------|-----------------------------|--------------------|-----------------------------|--------------------|
| | Business Hours 8-5pm M-F | Non-Business Hours | Business Hours 8-5pm M-F | Non-Business Hours |
| Council Chambers | \$50 | \$150 | \$150 | \$450 |
| Community Center-Half | \$60 | \$175 | \$180 | \$525 |
| Community Center-Whole | \$100 | \$300 | \$300 | \$900 |
| North Conference Room- #239 | \$30 | \$50 | \$90 | \$150 |
| Kitchen | \$30 | \$50 | \$90 | \$150 |
| Projector/Screen | \$35 | | \$35 | |
| Nonrefundable Alcohol Fee | \$200 | | \$200 | |
| Open/Close Fee | \$50 | \$50 | \$50 | \$50 |
| Total Fee | | | | |

Revised 7/2023

Municipal Building Facility Coordinator

Madison Myers, mmyers@ci.lake-mills.wi.us

200D Water Street, Lake Mills, WI 53551

Receipt Number: _____

Payment Amount: _____

Coordinator Initials: _____

A deposit in the amount of 50 percent of the room rental fee is required to be submitted with a rental application.

Deposit amount: _____

Agreement

I, _____, hereby attest that I have read and understood the City of Lake Mills Municipal Building Room Rental Policies and Procedures. I agree to comply with all the terms and conditions outlined therein, and I acknowledge my responsibility, per the policy, for any damages or violations that may occur during the rental period.

Signature

Date