

**USER AGREEMENT/PERMIT ( Page 1 of 2 )**

**For Village Hall, Scout House, Lance Park Amphitheater & Millennium Park Pavilion**

User: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Deposit \$ <u>100.00</u>
Fee \$ _____
Date: _____
Ck# _____ Initials _____

- Reserve  Village Hall
- Scout House\*\*
- Lance Park Amphitheater\*\*
- Millennium Park Pavilion\*\*

\*\* These Locations Only – WILL YOU BE SERVING FERMENTED MALT BEVERAGES/WINE? YES  NO

For the purpose of \_\_\_\_\_ (meeting/party/picnic, etc)

On \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date Time

User agrees to pay the fee and security deposit as listed below. User agrees to reimburse the Village of Twin Lakes for any damage that may be done to the premise which is attributable to the use of the same. User will be refunded as noted if the area is picked up in a clean and orderly fashion following use. User acknowledges that all garbage must be disposed in the appropriate containers supplied.

User releases the Village of Twin Lakes from any and all liability which may occur as a result of the events and activities sponsored by user's group at the building/park. User agrees not to sue or file any claim against the Village of Twin Lakes, and further agrees to defend, indemnify, and hold the Village of Twin Lakes harmless from any claims resulting from user's use.

SEE ITEMS 2 AND 3 ON PAGE TWO FOR RULES ON POLICE NOTIFICATION AND KEY PICK UP.

Signed by User \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Cc: Police Department Copy to User  
Village President Original to File  
Board of Trustees

Facility	RENTAL FEES	
	Resident/ Property Owner	Non-Resident/ Non-Owner
Lance Park	\$75.00	\$150.00
Scout House	\$75.00	\$150.00
Millennium Park	\$50.00	\$100.00
Village Hall	N/C	N/C

No charge for non-profit organizations, however security deposit is required.

**When signed and dated this becomes your permit \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**  
**Laura Roesslein, Village Administrator & Date**

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OFFICE USE: RESERVATIONS – USE PROPER PROCEDURE FOR HALL, SCOUT HOUSE OR PAVILION

SITE CONDITIONS \_\_\_\_\_ KEY RETURNED \_\_\_\_\_ REMARKS \_\_\_\_\_  
LIGHTS OFF/DOORS LOCKED \_\_\_\_\_ ELECTRIC BOX LOCKED AT PARK \_\_\_\_\_ POLICE OK & DATE \_\_\_\_\_

# **VILLAGE OF TWIN LAKES**

## **RULES GOVERNING USE OF PARK PAVILION, LANCE PARK AMPHITHEATER, SCOUT HOUSE AND VILLAGE HALL INCLUDING UPKEEP AND MAINTENANCE**

The Village has extended the privilege of using Village properties for functions to various groups and individuals. The following are the rules that must be complied with by all users.

1. **RESERVATIONS REQUIRED**
2. All users of Millennium Park who do not require a key, must check in at the Police Department in person or by phone (262-877-9056) on the same day of the scheduled function prior to and after use of the facility to insure refund of security deposit.
3. A key is available at the Police Department for the electric at Millennium Park pavilion and the entry to the Scout House and Village Hall on the same day of the scheduled function. The key must be returned to the Police Department immediately after the function.
4. A \$100.00 security deposit is required. Checks are to be made payable to the Village of Twin Lakes and mailed to the address below. Checks must be received in this office two business days prior to the scheduled function. The full security deposit will be returned if the property is left in the same condition as upon arrival, regardless of user's residency. You will be notified of any problems.
5. Prior to leaving the Pavilion, Scout House or Village Hall: Electric/or doors need to be locked, take your personal effects with you and make sure all garbage is put in the carts/cans.
6. **Additional rules apply to reservations for the Hall/Scout House.**  
No food or drink allowed in Hall. No smoking in Hall or Scout House. Children are to be supervised as not to disrupt village operations. Tables and chairs moved to accommodate your meeting must be returned to their original positions. Do not use the President/Trustees seating. Lights in the hall and bathrooms are to be turned off upon leaving. User of Scout House should dump garbage in to outside toter.

**\*\*\*PARKS RENTALS WILL NOT BE ACCEPTED FOR LIBERTYFEST WEEKEND\*\*\***

Keep in mind other requirements may have been placed on you by the Village Board for your intended use of the property. If you should have any concerns that need addressing, please call (262)877-2858 between 9:00 am and 5:00pm.

VILLAGE OF TWIN LAKES      PO BOX 1024      TWIN LAKES WI 53181

Received money posted to 100-54-46720-000