



Facility Reservation Form

Renter Information:

Renter's Name: _____ Date of application: ___/___/___
 Address: _____ Phone: _____
 Email: _____

Rental Information:

Requested Rental Date: ___/___/___ Time of Rental: _____
 Type of Event: _____ Number of attendees expected: _____

Please circle the facility requested:

Beach House Peak (Memorial Day – Labor Day)	Beach House Non-Peak	Warren Dailey Cabin	Gym/Conference Rooms	Tennis Courts	Additional Tables & Chairs
\$40/hr plus \$100 security/cleaning deposit	\$20/hr plus \$100 security/cleaning deposit	\$20/hr plus \$100 security/cleaning deposit	\$15/hr *additional cleaning deposit may be required	\$5/hr per court for private or professional use	# _____ \$5.00/ table # _____ \$1.00/ Chair

Rental Rules:

1. **The Village will supply 4 tables (Village Center, 6' tables, Cabin, 5' tables, Beach House, Card Tables) and 16 chairs included with your rental. If you need additional tables and chairs these are available for additional fees. Notification of additional items must be requested at the time of rental and must be completed at least 2 business in advance of your rental. The Village does not rent or supply the following items: projectors, computers, screen or tents.**
2. Renters must follow all rules and policies of the facility, in addition to all Village ordinances.
3. Reservations can only be made by Village of Maple Bluff residents.
4. All rentals must end at 10:00pm, unless written approval by Village Administration.
5. Any damage to the facility and/or equipment will be paid by the renter.
6. Smoking is not allowed in facilities.
7. Selling of intoxicating liquors is not allowed on the premises without Village Board approval.
8. Noise shall be kept at a reasonable volume.
9. Items may only be placed in the facility during allotted rental time requested. Should renter require set-up and/or take down time, this should be included in the rental request.
10. Swimming at the Beach Park must be by sunset.
11. Beach House rentals must have 2 lifeguards present between Memorial Day – Labor Day.
12. Beach House rentals cannot be made between 10:00am – 6:00pm between Memorial Day – Labor Day.

Keys:

*All facilities are kept locked and keys should be checked out from the Village administration office the week of the rental during business hours (M – F, 7:30am – 4:30pm). All keys must be returned no later than 24 hours following the event rental. Keys cannot be checked out after office hours have ended. If the renter loses the key or fails to return the key, replacement charges will be assessed to renter. **On occasion, the Village Center maybe unlocked prior to your rental by an on-duty Village staff member. In the event the gym or Village Center is locked, renters should ring the doorbell in the vestibule. On rare occasions, duty staff maybe unavailable to unlock the door due to an emergency call. In this situation, the renter will need to wait until personnel return.***

Signature _____ Date _____ Rental: \$ _____ Tax (5.5%): \$ _____ Security Deposit: \$ _____

Office Use Only:

Amount Paid: _____ Added to Calendar: _____ Date key issued: _____ Deposit Returned: _____