

**Warming Room & Back Patio Rental Agreement
 For the Waterloo Regional Trailhead
 Located at 760 McKay Way, Waterloo, WI 53594**



 Renter (**Please Print Legibly**)

 Full Address

 Phone Number

 Email

 Name of Group (if applicable)

 Event Type

 Date Requested

 Expected Number of People

Rental Times: From: _____ am/pm to: _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Non-Profit	\$0.00
\$50.00	Half Day (less than 4 hours)	\$85.00
\$50.00	Full Day (4 hours or more)	\$150.00

Rental Fee Amount: \$ _____ + \$50.00 (Deposit) = _____

Received On: _____ Receipt #: _____

Keys to the Trailhead:

If your group is issued a key, return the key to City Hall during normal business hours or the municipal drop box in front of the City Hall at 136 N. Monroe Street immediately after renting.

Policy Acknowledgement:

I agree to abide by the Waterloo Regional Trailhead - Facility Use Rules & Procedures.

Signature: _____ Date: _____

Warming Room & Back Patio Rental Agreement Facility Use Rules & Procedures

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of the community. The facility will be rented out on a first-come, first-serve basis and the instructions for proper rental are below.

1. Visit <https://www.google.com/calendar/embed?src=vln6dopltbohlc4c9mjqr7svo%40group.calendar.google.com&ctz=America/Chicago> to ensure the facility is available for your event. If you have further questions regarding availability, contact City Hall at the number below. Staff will hold the shelter for 5 business days; if the rental agreement, fee, and deposits are not received within that time span, the trailhead will be reopened to the public for rental.
2. Rental fees and deposits can be paid using 2 separate checks or with cash. Checks should be made out to the City of Waterloo, and note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the Trailhead after use, the deposit check will be returned within 5 business days of the reservation.
3. All rental fees will be retained in full unless the reservation is canceled at least 5 business days in advance of the reservation date. Fees for reservations made less than 5 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
4. Reservation hours are from 6:00 a.m. to 10:00 p.m.
5. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renter's responsibility to remove all personal items from the Trailhead by the end of the rental day. Failure to remove all items will result in collection of the shelter deposit and other potential charges.
6. The clean-up checklist provided to each group must be completed by the renter. It is the renter's responsibility to clean and restore the premises back to the condition the renter received it in.
7. If the Trailhead has sustained damage, or if municipal personnel must clean the facility after a rental, any or all of the deposit will be kept to cover costs. Additionally, if the deposit doesn't cover the cost of repairs or cleaning, the renter(s) will be billed the remaining amount. Any remaining deposit funds after damages or cleaning will be refunded by the city within 5 business days.
8. All applications must be signed by an adult at least 18 years of age and the same adult must be in attendance during the entire reservation time, until all participants have left the grounds.
9. If a key is checked out to your group, it must be returned to City Hall located at 136 N. Monroe Street at the end of the rental period. Failure to return the key will result in your deposit not being refunded and the cost of changing the locks billed back to the rental group.
10. Reservations entitle your group exclusive use of the facility's warming room and back patio, however the general public may still use the restrooms during normal building hours. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
11. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted to resolve the matter.

12. The use of the trailhead must be in accordance with local and state law. Use of tobacco is prohibited in and around the building and alcohol can only be consumed if authorized by the Clerk/Treasurer's Office or the City Council. Fire and safety laws must be observed and firearms are not allowed on trailhead premises at any time.
13. Any emergency occurring while using the facility must be reported to the Clerk/Treasurer's office or the Police Department.
14. All dogs must be leashed.
15. Vehicles are restricted to roadways and parking areas; **do not drive or park on the grass.**
16. The City of Waterloo reserves the right to review and/or refuse future use of the trailhead to any group based on past rental history. If a dispute arises regarding the use of the trailhead, the final decision rests with the Clerk/Treasurer.
17. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance if possible (especially in the case of weather). Renters should contact the Clerk/Treasurer's Office or the Waterloo Police Department if inclement weather threatens.

Contact Phone Numbers:

Waterloo Clerk/Treasurer's Office: 920.478.3025 (Monday through Friday 8a - 4:30p)
Waterloo Police Department: 920.478.2343 (Monday through Friday 7:30a – 3:30p)