



## Serving Older Adults Building Rental Contract

Serving Older Adults of Southeast Wisconsin, Inc. (SOA) grants the following organization/individual permission to use the facilities as outlined subject to the terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement.

<b>Renter's Information</b>	
Organization (if applicable):	Citizens Action of Wisconsin
Name of Responsible Party:	Rafael Smith
Street Address	4716 W. Vliet Street
City, State, Zip	Milw., WI 53208
Primary Phone Number:	(414) 364-0482
Alternate Phone Number:	
Email Address:	rafael.smith@citizenactionwi.org
<b>Center Location</b>	
Date(s):	9/15/22
Purpose(s) of Use/Event Name:	Town Hall Mtg - Climate Bill
Start Time:	5:00
End Time:	7:00 (7:30 if needed)
Facility Description: <i>(rooms and specific details)</i>	Main Hall
<b>Payment Information</b>	
Payment Type:	
Number of Hours	2-2.5
Rental Cost:	400. <sup>00</sup>
Damage Deposit:	100. <sup>00</sup>
Payment Total:	500. <sup>00</sup>
Note Regarding Payment	100. <sup>00</sup> damage deposit to be returned after meeting if there is no damage + clean up is complete.

### FEES

Rental fees are assessed on an hourly basis. An additional \$100 damage deposit is assessed at the time of the rental. The damage deposit will be refunded to you within 30 days after the rental if there was no damage or excessive cleaning required.



## **PAYMENT INFORMATION**

A payment of fifty percent of the rental fee and \$100 damage deposit is required on the day the rental contract is signed. The rental fee balance must be paid two weeks prior to the event. Acceptable payment forms include a credit card (Visa, Mastercard or Discover Card), check or money order (*cash is accepted but not preferred*). If paying by check, payment must be received at least two weeks prior to the rental date. Checks and money orders should be written to Serving Older Adults of Southeast Wisconsin, Inc. or SOA.

## **TERMS AND CONDITIONS**

**PLEASE PRINT THIS CONTRACT AND READ IT CAREFULLY. YOU MUST SIGN AND BRING THIS CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL.**

This rental agreement is subject to all local municipal and county ordinances in addition to all rules and regulations governing parks and parkways. It can be terminated immediately at the discretion of local law enforcement authorities, Serving Older Adults, and/or Milwaukee County Division on Aging if the terms of this contract are misrepresented, violated or when public safety is threatened. Cancellation of the permit "For Cause" will result in forfeiture of all fees. The senior center rental hours are from 6am - 10pm daily. **The person responsible for this contract must be 21 years of age or older.**

**Additional Hours:** To purchase additional hours for your rental, please contact the Serving Older Adults representative at the Senior Center that is hosting the event at least 15 days prior to your rental date. **No additional hours can be purchased on the day of the rental. You will be invoiced at a double hourly rate for every half (1/2) hour past the rental time stated on your contract.**

**Admittance:** Serving Older Adult staff will arrive 15 minutes prior to your start time to unlock the facility. If the building is not vacated by the end time stated in the contract, renter will be invoiced at a **double hourly rate for every half (1/2) hour past the rental time.** \* \* **Decorating, catering, setup, and cleanup must be completed within your rental time\* \***

**Alcoholic beverages:** are permitted with building rentals; however, if alcoholic beverages are being sold or are included with the price of admission, a special event permit will be required. For more information, please contact the Milwaukee County's Special Events office at 414-257-4503. **Alcoholic beverages must only be served to individuals who are 21 or older and must be consumed within rented space.**

**Admission Fee:** Serving Older Adults **does not allow** money to be collected at the door of any rental for "public events". Rentals are for private events only.

**Amplified Sound:** Amplified sound is allowed in most buildings, but not all. The use of microphones, DJ equipment, and live bands is considered amplified sound and must be confined, if allowed, to rental space only.

**Cancellation:** Our cancellation policy is enclosed in every rental contract. Please read it carefully.

**Clean Up/Damage(s):** Rental groups are responsible for restoring the facility to its original condition at the end of their rental; including the removal of all decorations, masking tape, and clearing tables and counters of all perishables. If excessive clean up or damage to Milwaukee County property occurs because of a rental, the contract



holder will be invoiced with additional charges after the event.

**Decorations:** Feel free to decorate your rented park building; however, please use only fireproof decorations and affix them with masking tape. **NO TACKS OR NAILS OF ANY KIND ARE PERMITTED.** Please use decorations that will not cause damage to property and remove all decorations at the end of the rental. **The use of confetti or ANY confetti-type material is prohibited.** Smoke machines are not allowed.

**Food & Beverages:** Prepared or catered food and beverages may be brought into the buildings and can be kept warm or refrigerated in most locations. Please check the desired building(s) to assess available appliances.

**Indemnity:** Renter(s) agrees to indemnify, defend, and hold harmless, Serving Older Adults, the County, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter(s). Serving Older Adults and Milwaukee County are not responsible for any lost, stolen, or damaged property during the rental time specified in this contract.

**Inflatable Structures:** Inflatable structures are **NOT** allowed inside Senior Center buildings. A pre-approval from the Division on Aging and SOA must be obtained prior to contracting with an Inflatable Company. If the Division on Aging approves an inflatable outside a building, a Certificate of Insurance (COI) in the amount of \$1,000,000 in general liability coverage that names Milwaukee County and SOA as an additional insured is required, and must be on file with the Division on Aging and SOA at least one week prior to the rental date. Only one (1) inflatable structure is allowed per rental. You **must bring a generator to operate the inflatable structure. STAKING IS NOT ALLOWED.** You must use sandbags or weights to secure inflatable structures. If approved, inflatables will be allowed outside a building during the rental times only.

**Sales/Donations:** If you have sales, donations, raffles or silent auctions of any kind, you must obtain permission from Serving Older Adults prior to the start of the event and hold required permits.

**Smoking:** Smoking is prohibited in all Milwaukee County buildings.

**Tables and Chairs:** Tables and chairs will be set up by Serving Older Adults per your request. Only tables and chairs supplied by Serving Older Adults can be used. Renters are not allowed to furnish their own rented tables and chairs or other furniture. **Renters are NOT allowed to take any furniture outside.** Please contact the **Phone #** listed on your rental contract at least **ONE WEEK PRIOR** to the rental date to clarify all set-up requests for the building. If applicable: parking lots are available for use by all park patrons.

For rental emergencies on the day of your rental, please call \_\_\_\_\_. Staff will respond as soon as possible. Staff member, \_\_\_\_\_ will be on site the day of your event.

**I HAVE READ THE BUILDING POLICIES AND PROCEDURES, AND I AGREE TO AND UNDERSTAND ALL OF THE RULES AND CONDITIONS DESCRIBED THEREIN.**

Print Name: \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



## CANCELLATION POLICY AND PROCEDURES

Before you make your reservation, please review the Policy and Procedures document for rentals within Senior Center Buildings. Permits are subject to all local municipal and county ordinances, in addition to all rules and regulations governing parks and parkways and can be terminated immediately at the discretion of local law enforcement authorities and/or the Milwaukee County Division on Aging/Serving Older Adults, if the terms of the application are misrepresented, violated or when public safety is threatened. Cancellation of the permit for cause will result in forfeiture of all fees.

### CANCELLATION / REFUND POLICY

All cancellations must be made in writing and submitted to Serving Older Adults. If your cancellation is received within 24 hours of making your initial reservation, you will receive a full refund. If your cancellation is received 90 days or more prior to the scheduled rental date, you will receive a full refund minus our \$50 processing fee. Please allow 6 to 8 weeks for a check refund to be processed if payment was made with cash or check.

If your cancellation is received between 90 to 30 days prior to the scheduled rental date, you will receive a 50% refund. Please allow 6 to 8 weeks for a check refund to be processed if payment was made with cash or check. If your cancellation is received less than 30 days prior to the scheduled rental date, you will receive no refund.

**REFUNDS ARE NOT ISSUED DUE TO UNFAVORABLE WEATHER CONDITIONS. RENTALS ARE NOT RESCHEDULED DUE TO UNFAVORABLE WEATHER CONDITIONS.**

**BUILDING CANCELLATION:** All cancellations must be made in writing and submitted to Serving Older Adults. A non-refundable \$50.00 processing fee will be charged for all cancellations. Please allow up to 60 days for a check refund to be processed if payment was made with cash or check.

**CHANGE OF RESERVATION:** To change date or location in a reservation, all requests must be made at least 60 days or more prior to reservation date.

**CANCELLATION BY Serving Older Adults:** Serving Older Adults reserves the rights to cancel, reschedule, or relocate any rentals if the rental facility is not in working condition on the scheduled rental date. Every attempt possible will be made to avoid any and all inconveniences to our customers. In the event of a cancellation by Serving Older Adults, customers will be offered a different facility and/or a different date plus a 50% refund. If a customer does not/cannot relocate or reschedule their rental date, a full refund will be issued.

**I HAVE READ THE CANCELLATION POLICY, AND I AGREE TO AND UNDERSTAND ALL OF THE RULES AND CONDITIONS DESCRIBED THEREIN.**

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Staff Signature: Diane M. Chelowski

Date Signed: 8/31/22

*Internal Note: Please forward a copy of the fully executed copy of this contract to the Director of Senior Centers, CFO and CEO.*



## Security Waiver Agreement

I, \_\_\_\_\_ hereby waive security for the \_\_\_\_\_ Senior Center rental event on \_\_\_\_\_, from (hours of event) \_\_\_\_\_ to \_\_\_\_\_.

I, along with all those in attendance, will accept full responsibility for any damages or theft resulting from our rental of the facility.

If any damages, incidents or accidents occur during our rental, I will inform the staff person(s) on duty.

I have received and reviewed the rental policies packet and will abide by this agreement.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization's Name (if applicable)

\_\_\_\_\_  
Position Title (if applicable)

Diane M. Chelenta  
SOA Staff Signature

8/31/22  
Date



## Senior Center COVID-19 Code of Conduct Addendum

By visiting a Milwaukee County-owned senior center, managed by Serving Older Adults (SOA), you voluntarily assume all risks related to exposure to COVID-19. Serving Older Adults has instituted policies and procedures to mitigate risk of exposure, however, it is not possible to eliminate the risk. All renters, staff, volunteers, visitors, and participants will consistently and correctly wear masks, 6 feet of social distancing will be enforced, and enhanced cleaning and disinfecting protocols have been put in place in keeping with guidance from the CDC and County health officials. In order to reduce the risk to yourself and others, please read the statements below and sign this form to acknowledge your agreement.

- I understand that everyone is required to wear a mask consistently and correctly indoors and agree to wear one unless an individual has provided a written notice from my doctor exempting me from wearing a mask.
- I understand that everyone is required to wear a mask consistently and correctly outdoors if 6ft social distance is not optional and agree to wear one unless an individual has provided a written notice from my doctor exempting me from wearing a mask.
- I agree to always practice at least 6ft social distancing in the center and outdoors.
- I agree to follow all county COVID 19 guidelines including the screening questionnaire.

I understand and agree that by signing this Code of Conduct Addendum we are assuming any risk and liability associated with attending the center should someone contract COVID-19.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization's Name (if applicable)

\_\_\_\_\_  
Position Title (if applicable)

*Diane M. Chelowski*  
\_\_\_\_\_  
SOA Staff Signature

*8/31/22*  
\_\_\_\_\_  
Date