



CITY OF MIDDLETON: PUBLIC LANDS, RECREATION & FORESTRY
HUBBARD ACTIVITY CENTER (HAC) USE AGREEMENT FORM

7448 Hubbard Ave, Middleton, WI 53562
 Ph: 608-821-8360 Fax: 608-827-1057

****Please complete this form in its entirety and submit with full payment to the Recreation Department at 7426 Hubbard Ave, Middleton****

NAME OF USER/AGENT: _____ DOB: _____

ADDRESS: _____ CITY/ST/ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

RESERVATION DATE: _____ PURPOSE: _____ ATTENDANCE EST: _____
 (Capacity: 25)

RELEASE OF LIABILITY

In consideration of the permission granted to _____ (user name) to use the requested city property, the undersigned discharges and releases the City of Middleton, Wisconsin, from all claims, injuries, deaths, property damage, or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on _____ (rental date).

 Signature of User/Agent

 Date

Reservations are scheduled on an hourly basis at a rate of \$15.00 per hour.

Reservation Date	Start Time	End Time

***Note: Keys are available for pick-up Monday thru Friday, 8:00am – 4:30pm at City Hall, 7426 Hubbard Ave, in the Administration Office.**

Keys can be obtained 24 hours in advance and/or last business day prior to rental. Failure to obtain keys during business hours will result in loss of rental. Keys can only be obtained from City Hall the last business day before rental and/or 24 hours in advance, unless other arrangements are made in advance. Failure to return keys 24 hours after rental or next business day will result in a \$50 charge.

FOR OFFICE USE ONLY

Total Hours _____ X \$15.00 = \$ _____

Total Rental Fee: _____



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1. RESERVATIONS ARE ACCEPTED ON A FIRST COME - FIRST SERVE BASIS

- A. A reservation is not considered complete until this signed agreement, and fees have been submitted to Middleton Recreation Division. Reservations can be made up to three months in advance. **Rental fee must be paid in full when agreement is signed to reserve date. Dates/facilities will not be held without payment and completed agreement.** Rental fee will be refunded in full minus a \$5 processing fee if rental is cancelled 60 days prior to rental. If rental is cancelled less than 14 days prior to rental, the rental fee will be withheld. The City of Middleton does not guarantee absolute privacy to any group. Your reservation will reserve only the HAC you are using, not the entire building or other facilities, including the restrooms.
- B. Failure to secure the HAC and building after rental, failure to properly clean facility, and damage costs will be the responsibility of the renter and be paid in full within 30 days after the rental. Any violation of the signed agreement is subject to **a minimum of a \$200 charge.**
- C. User(s) shall be responsible for damages to any property in rented area and/or for any injuries which might be sustained by any members of the party during the gathering or as a result thereof.
- D. The City of Middleton reserves the right to decline future rentals of any or all city facilities to any party causing damage to city property.
- E. The City of Middleton is not responsible for any articles left, lost, or stolen on the rented premises.
- F. It is understood that any City Employee has the right to enter the rented premises at any time.

2. RULES AND CONDITIONS

- A. Hubbard Activity Center (HAC) hours are posted and must be followed. No person shall enter or remain in the facility at any time other than as herein provided, unless specific written authority is first obtained from the Board of Park, Recreation and Forestry Commissioners.
- B. No person shall operate any sound system, cause amplified music, or other sound in the HAC.
- C. Tables, chairs and white board are the only City items permissible for use in the HAC. Use of impermissible items may result in decline of future rentals.
- D. Users shall leave the HAC in clean condition, as determined by the PLRF staff. The area **MUST** be returned to clean conditions or renter will incur charges. Any tables, chairs or other furnishings that are moved must be returned to their original location. Users shall complete all these tasks and remove all personal property and any rental equipment prior to closing time of **9:00pm.**
- E. All recyclable and trash materials must be picked up and put in proper receptacle. Please leave trash in bins.
- F. **Per state fire code: At no time during the rental of any facility shall any exits be blocked or obstructed; also, all exits must be kept unlocked during use.**
- G. Key to building is available from City Hall, Administration Office, 7426 Hubbard Ave., Monday thru Friday, 8:00 a.m. to 4:30 p.m. Key can be obtained 24 hours in advance and/or last business day prior to rental. **Failure to obtain key during business hours will result in loss of rental. Key can only be obtained from City Hall the last business day before rental and/or 24 hours in advance, unless other arrangements are made in advance. Failure to return key 24 hours after rental or next business day will result in a \$50 charge.**
- H. No person shall smoke or hold a lighted cigarette, cigar or pipe in any City structure, or in any other area in any parks where notices prohibiting smoking are posted pursuant to an order of the Board of Park, Recreation and Forestry Commissioners.
- I. No items that will damage the walls can be used for displays. The use of nails, tacks, staples, etc. is prohibited. **Use of rice, glitter and confetti are not allowed.**
- J. No person shall have in his or her possession or drink any alcohol beverages regulated under Wis. Stats. Chap. 125 (City Ordinance 21.01 (2I))
- K. It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all State laws, as well as City Ordinances.

Key can be picked up on _____ and need to be returned to City Hall on _____