

VILLAGE OF SISTER BAY SPORTS COMPLEX USE AGREEMENT

The Village of Sister Bay and _____, agree that the following rules and regulations will apply to the use of the Village of Sister Bay Sports Complex, (hereafter referred to as "the COMPLEX"), located at 2155 Autumn Court.

1. _____ shall have the use of the COMPLEX as stated on the attached schedule.
2. If required the Village shall provide a sufficient number of keys for the portion(s) of the COMPLEX _____ will be utilizing to _____, the designated contact person. _____ agrees to assume responsibility for distribution of the keys to members of the organization. None of the keys are to be duplicated, and they shall only be distributed to members of the organization. The Village reserves the right to charge for rekeying the building if the key(s) are not returned.
3. The Village of Sister Bay believes the COMPLEX is in good condition and is safe and free from defects, but does not specifically warrant the Complex.
4. If _____ intends to sell any alcoholic beverages at the COMPLEX applicable Village permits must first be obtained from the Village Clerk/Treasurer.
5. Parking will only be allowed in parking lots unless specifically authorized by the Village.
6. _____ agrees that it will be responsible for enforcing the Village Park rules during its events including the prohibition of no dogs in the COMPLEX.
7. _____ agrees that it will only use those areas, facilities, rooms and spaces, which have been designated for its use by the Village. Further, _____ agrees that it will not make any modifications or repairs or attach anything to the COMPLEX without the approval of the Village.
8. If any member or representative of the organization notices that damage has been done to the COMPLEX or surrounding grounds the Village Administrator shall be informed of that fact immediately, or, if that is not practicable, and if the damage does not pose a hazard, on the next business day. *(The Village Administrator can be reached at (920) 854-4118 from 8:00 A.M. to 4:00 P.M. Monday through Friday. An after-hours emergency contact telephone number will be posted at the COMPLEX.)* If timely notice of damage is not provided to the Village Administrator, the organization may be held liable for the cost of any and all applicable repairs.
9. _____ acknowledges that whenever the COMPLEX is left unattended during the scheduled use period the last person from the organization to leave for the day will see that all applicable lights are off, and will also see that the food service area and all equipment is cleaned and turned off. That individual will also be responsible for seeing that all applicable doors are locked, and must ensure that the entire building is locked and secure.
10. _____ agrees to clean up any debris or trash generated in its area(s) of use including the parking lots whenever the Complex is used.
11. If more than one group is using the COMPLEX on the same day, each group will be responsible for seeing that the areas of the building they used are secure and clean prior to leaving the building and the last group to leave for the day shall be responsible for seeing that the entire building is locked and secure.
12. _____ agrees to use and occupy the COMPLEX in a careful, safe, peaceful and lawful manner, and, at the expiration of the time period shall remove all of its supplies, materials and equipment into designated storage rooms and deliver up and surrender possession of the COMPLEX and any and all keys to the Village.
13. Upon the return of the keys, the employees in the Village Parks Department personnel shall conduct a post-occupancy inspection of the COMPLEX as soon as possible. In the event Village personnel determine that the COMPLEX was not left in the same condition as it was received, Village officials will see that the premises is cleaned and/or repaired, and the user will be held responsible for those costs.
14. If admission fees are charged by the organization, the Village reserves the right to require a certificate of insurance, with the Village named as an additional insured, be provided.

Dated this _____ day of _____, 20____.

VILLAGE OF SISTER BAY

_____ **(Organization Name)**

By: _____
Name/Date

Name/Date

Address: _____

Telephone: _____

Email: _____