

# RECREATION CENTER RENTAL/USE FORM

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_  
(not required)

Phone Number: \_\_\_\_\_

Date Requested\*\* \_\_\_\_\_

Times Requested: \_\_\_\_\_

Activity Planned: \_\_\_\_\_

\_\_\_\_\_ Shelter/Grounds (does not include the ballfield)      \_\_\_\_\_ Rec Center Building

*Please see the attached Recreation Center Rental/Use Policy regarding the use of grounds and building and the fee schedule*

**I understand the Recreation Center Rental/Use Policy and agree to abide by it.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
**TOWN HALL TO FILL OUT THE FOLLOWING:**

Date Request Received: \_\_\_\_\_

Rental fee(s) paid: \_\_\_\_\_

Picnic License needed? \_\_\_\_\_ Date license approved: \_\_\_\_\_

Authorization for deposit refund: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Date deposit refunded: \_\_\_\_\_

\*\* Marked on calendar?

**RECREATION CENTER KEY POLICY**

**Anyone wishing to use the Recreation Center Building must contact the Town Foreman at 715-209-0782 to make arrangements for getting the Recreation center key and for returning the Recreation Center key to the Town Foreman. Please contact the Town Foreman at least one week before the event.**

**RECREATION CENTER RENTAL/USE POLICY**  
**and**  
**SCHEDULE OF FEES 2012**

**The Recreation Center Building and Shelter is used by the Town of La Pointe during the summer months for the Recreation Program Monday through Friday 8:30 a.m. - 3:30 p.m. from approximately the second week in June until the last week in August. The Recreation Center Building and Shelter will not be rented during the times the Recreation program is held.**

There are also several annual events that are held at the Recreation Center. The Recreation Center building and grounds **will not** be available for the following events: Graduation - generally held the first or second Sunday of June; JFD bikers – the weekend after Father’s Day; Fundraiser for EMS - Fourth of July; Star Bar – the second Saturday and Sunday in August; Men’s Softball Tournament – fourth Saturday in August; and the Chamber of Commerce Fall Fest – third Saturday in October.

The Recreation Center building has bathrooms, a center area for approximately 50 people, a small kitchen area with a non-commercial refrigerator and a microwave oven. There is no stove. The Recreation Center participants use the refrigerator Monday thru Friday 8:30 a.m. – 3:30 p.m.

A reservation **does not guarantee exclusive use of the baseball field, tennis courts or playground area.** Please be aware that the ball field is used extensively for Men’s and Women’s baseball/softball games, Little League and soccer games. These games usually begin around 5:00 P.M.

An Application form must be filled out and signed.

**Any person or group using Town of La Pointe property that engages in either excessive or abusive alcohol consumption or any type of disorderly or destructive behavior will not be allowed to use the property in the future.**

Any unusual fees will be set by the Town Road Foreman or Parks Attendant.

Please call the Town Hall at (715) 747-6913 for availability of the Recreation Center building and shelter.

<b>TOWN OF LA POINTE</b>			
<b>SCHEDULE OF FEES 2012 2013 EXHIBIT A</b>			
<i>Approved by the Town Board on December 27, 2011</i>			
<b>FEE OR CHARGE (Sales tax is included for items requiring sales tax)</b>			
<b>PARK AND REC</b>			
<b>RECREATION CENTER RENTAL FEES</b>			
Application required for rental			
<b>NO FOOD Or BEER SOLD</b>			
	Shelter and Grounds	\$ 27.00 rental fee \$ 53.00 deposit	
	Rec Center Building	\$ 27.00 rental fee \$ 53.00 deposit	
	Building, Shelter & Grounds	\$ 53.00 rental fee \$106.00 deposit	
<b>FOOD or BEER SOLD</b>			
	Shelter and Grounds	\$ 27.00 rental fee \$212.00 deposit	
	Rec Center Building	\$ 27.00 rental fee \$212.00 deposit	
	Building, Shelter & Grounds	\$ 53.00 rental fee \$265.00 deposit	
	<b>CLEAN UP COSTS</b>	Will be assessed per Chapter 347:Section 347-10(K)	