

Menasha Senior Center
 116 Main Street, Menasha, WI 920-967-3530
Facility Rental Agreement Form

Date(s) of Event _____ **Time of event:** _____

Name of organization/event _____

Contact Person _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Number attending _____

Renting kitchen? ____ Yes ____ No (Please read renter's materials)

READ and CHECK the following indicating your agreement AND SIGN below:

- I/We, _____ agree and bind _____ to hold the City
applicant applicant
 of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event.
- I/We understand this agreement to indemnify is for any and all liability of the City of Menasha, including cost of defense and attorneys' fees including, damage or injury.
- I/We further agree to exercise due care in the preservation of the premises and I/we agree that I/we will ensure compliance with all rules, regulations, or ordinances applicable to the use of the City of Menasha Senior Center.
- I/We agree to abide by all the guidelines of the Menasha Senior Center regarding the use of its facilities and equipment.
- I/We agree to accept responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from this event.
- I/We understand that I/we may not publicize this event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Menasha Senior Center unless advance permission is given by the Committee on Aging.

Signature of Applicant **Date**

Approved:	_____ Menasha Senior Center Supervisor	_____ Date
	_____ Chairperson/Menasha Committee on Aging (multi-use)	_____ Date