



## Eco-Justice Center Facility Use and Liability Form

**Please be sure to complete both sides of this form.**

Event: \_\_\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name of Group (if applicable): \_\_\_\_\_ Estimated # of participants: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Rental fees:** Space rental includes access to a bathroom and use of chairs and tables. An additional half an hour set-up and clean-up is included in the cost of each rental and should not be included in fees paid.

# of hours: _____ Total fee: \$ _____	<b>Education Center</b> (max 25 people inside)      \$100 for two hours Each additional hour      \$50 Sink, microwave, electricity and heat included. Please note that WIFI is spotty in the Education Center.
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# of hours: _____ Total fee: \$ _____	<b>1889 Barn</b> (max 50 people inside)      \$100 for two hours Each additional hour      \$50 Lit candles are not absolutely not allowed
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**Facility Set up:** If you have a preference, describe how you would like the room set up before your event.

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### Rules and Policies:

- The space rented is expected to be left in as good, if not better, condition than when the renter first arrives; a broom, dustpan, mop, and cloth will be provided for cleanup.
- Charging admission at the facility for your event is not allowed unless determined otherwise in writing.
- Smoking is not allowed anywhere on the property
- Weapons, firearms, and explosives are not allowed on the property.
- The use of any alcohol must be discussed with the Executive Director prior to the event. Excessive alcohol use will not be permitted.
- The use of decorations must be discussed with the Executive Director prior to the event. Decorations are permitted in areas that will not cause damage to a building or to the grounds.

**Waiver:**

I, the renter, agree to release, waive, discharge and indemnify the Eco Justice Center, its agents, affiliates, offices, directors, trustees, and employees, from any and all demands, losses, damages, expenses and costs based upon or arising out of any bodily injury or property damage, including but not limited to permanent disability and even death or allegations to the furthest extent allowed under Wisconsin Laws. Further, I agree to indemnify Eco Justice Center from any and all third party claims or allegations based upon or arising out of the my/my guests' actions or inactions to the furthest extent allowed under Wisconsin Laws.

The conduct of all event participants while on the Eco-Justice Center property will be my responsibility. Failure by an individual or group to follow all applicable laws, rules, and regulations will be cause for eviction. The Eco-Justice Center retains the right to evict objectionable persons from the premises. If the facility is unavailable because of unforeseen causes beyond the control of the Eco-Justice Center, my deposit and any other payments will be returned and I will waive all rights to any claims against the Eco-Justice Center. The Eco-Justice Center will have no obligation to provide alternative facilities.

I will be liable to the Eco-Justice Center for reasonable attorney's fees incurred by the Eco-Justice Center in connection with the collection, or attempt to collect, any payments due under this agreement or any damages arising from an act of omission of myself or my guests.

I agree that not only have I read the Waiver/Indemnify Agreement but that I fully understand each section and that I do not have any questions about the language or intent of this Agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**The facility use is not confirmed until the application is submitted and a \$50 non-refundable deposit is paid.** Registration and deposit must be received at least one week prior to the event and the full payment must be received upon arrival the day of the event. The renter must notify the Eco-Justice Center if it becomes necessary to cancel an event. If the renter cancels, funds, with the exception of the deposit, will be returned to the renter.

**Please indicate the total fees due from page 1:**

\$	Rental fees
\$	Other (donations, etc.) _____

**Total : \$** \_\_\_\_\_  Check here if you are mailing your \$50 deposit with this registration.

Check here if you would like to pay \$50 deposit online.  
We will email you an invoice. Email your completed registration form to: [katie@ecojusticecenter.org](mailto:katie@ecojusticecenter.org)

**Checks can be made payable to Eco-Justice Center** and mailed, with the registration, to the Eco-Justice Center Executive Director at the address below.