

RULES AND FEES

ROLLING MEADOWS GOLF COURSE EAST MEETING ROOM 560 W. ROLLING MEADOWS DRIVE, FOND DU LAC

- I. Description** – The main hall is 67 feet by 40 feet with attached bathroom and kitchenette. The room has tables and chairs for 120 people, and the fire code allows 200.
- II. Rentals**
- a. **Public Use** – An individual, group or organization may rent the meeting room for a fee. The fee will be paid at the time of key pickup.
 - A. More than 4 hours - \$140 per rental. Hours are 7 a.m. to 11:59 p.m.. A group that rents the room for consecutive days must vacate the room from midnight to 6:59 a.m. between the days rented.
 - B. Less than 4 hours \$80 per rental.
 - b. **County Groups** – A group or organization that is financed in whole or in part by county funds, that contracts with the county to provide a governmental service, or that is directly organized at the directive of the county is classified as a county group and will not pay a fee. The committee of jurisdiction will have the final say on what constitutes a county group.
- III. Deposits** – A cash deposit of \$200 will be charged at the time of reservation.
- a. The deposit will be returned:
 - A. When the reservation is canceled 30 days or more prior to an event.
 - B. When the key is returned and the room is satisfactorily cleaned and locked and the furnishings are undamaged.
 - b. The deposit will be forfeited:
 - A. When the reservation is canceled less than 30 days prior to an event.
 - B. When the room is not satisfactorily cleaned or locked or furnishings are damaged or missing.
 - C. When the key is not returned.
 - c. The deposit will be forfeited and the group will be asked to leave immediately:
 - A. When the room is occupied or set up before or after the time of the rental.
 - B. When there is smoking or vaping in the room against county policy and Wis. State § 101.123.
 - C. When the inside or outside security cameras are covered or disabled.
- IV. Setup and Take Down** – Tables and chairs are provided for groups to use. The setup and replacement of the furniture is the responsibility of the group using the room.
- V. Heat and Cooling Systems** – The facility has five thermostats (two in the main hall, kitchen, men’s bathroom, and women’s bathroom) for heat that should be set to 60 when the group is done. The main hall has air conditioning that is self-regulated and not adjustable by rental groups.
- VI. Cleaning** – Cleaning is the responsibility of the group using the room with the following guidelines. If the room is not cleaned satisfactorily, an hourly rate will be charged for cleaning by county staff and a loss of future use is possible.
- a. All tables and chairs will be cleaned and put away where found.
 - b. Garbage will be placed in the dumpsters, with recycling material being separated, and new bags put in the cans.
 - c. Kitchen counters will be cleaned.
 - d. The floor of used areas will be vacuumed or swept as needed.
 - e. County staff will clean bathroom sinks, toilets, and urinals and mop non-carpeted floors.
- VII. Keys** – The key to the facility can be picked up at the County Clerk’s Office up to two business days prior to the event and should be returned within two business days after the event. The person signing for the key is responsible for all activities in the room, enforcement of room rules, and locking up the room after the event.
- VIII. Insurance** – Rentals for events open to the general public must provide a certificate of liability insurance in the amount of \$1 million naming the County of Fond du Lac as an additional insured, prior to picking up the key.
- IX. Food and Beverage** – Hot and cold foods and common beverages are allowed. Alcoholic beverages are permitted but may not be sold.
- X. Signs and Displays** – Nails and tacks are not allowed in ceilings and walls. Care should be taken to avoid damage from tape and fasteners. All signs and displays should be removed when the function ends.

XI. Golf Course Grounds and Clubhouse – The rental of the east meeting room does not allow for the use of the golf course grounds or the golf course clubhouse building and furniture. Groups who rent the east meeting room are responsible for keeping visitors associated with the event off the golf course grounds.

I have read the forgoing rules and will abide by them. I will be responsible for the safety of those using the room, the security of the facility, general cleaning, putting away used furniture, and the prompt return of the key. I understand and agree that I am responsible for the cost of any objects or furniture that are missing or damaged after my use of the room. I further understand and agree that I am responsible for the cost of any damage caused by food, banners and signs, and extra furniture or equipment being brought into the room.

Name

Date

Address

County Witness

Phone

Date of Event

Signature

Number of Attendees