



AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, November 14, 2018
TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

1. Approval of Minutes
Minutes of the Regular Board Meeting of November 7, 2018
2. 2019 Budget Workshop
3. Discussion/Action—2019 Civic Center Fee Increase
4. Unfinished Business
5. Items for Future Agendas
6. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, email: Laurie@littlechutewi.org Prepared: November 9, 2018

MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 7, 2018

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

Pledge of Allegiance to the Flag

President Vanden Berg led members in the reciting of the Pledge of Allegiance.

Roll call of Trustees

PRESENT: Michael Vanden Berg, President

David Peterson, Trustee

Larry Van Lankvelt, Trustee

John Elrick, Trustee

Skip Smith, Trustee

Bill Peerenboom, Trustee

EXCUSED James Hietpas, Trustee

Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator

Valerie Clarizio, Finance Director

Adam Breest, Director of Parks, Recreation and Forestry

Kent Taylor, Director of Public Works

Laurie Decker, Village Clerk

Tyler Claringbole, Village Attorney

Dan Meister, FVMPD Police Chief

Chris Murawski, Engineer

Jim Moes, Community Development Director

Steve Thiry, Library Director

Mark Janssen, Fire Chief

Interested Citizens

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting of October 17, 2018

Moved by Trustee Smith, seconded by Trustee Peterson to Approve the Minutes of the Regular Board Meeting of October 17, 2018

Ayes 6, Nays 0 – Motion Carried

Public Hearing—Zoning Request for Kelly Street

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter Public Hearing

Ayes 6, Nays 0 – Motion Carried

Director Moes advised the Board that the Smith Family purchased property on Kelly Street and would like to use the property as a parking lot; The Plan Commission already approved the rezoning from two family residential back to commercial.

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Exit Public Hearing

Ayes 6, Nays 0 – Motion Carried

Action—Adopt Ordinance No. 13, Series 2018 Kelly Street Rezoning Request

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Adopt Ordinance No. 13, Series 2018 Kelly Street Rezoning

Ayes 6, Nays 0 – Motion Carried

Department and Officers Progress Reports

Departments and Officers provided progress reports to the Board

Discussion—2019 Budget Workshop

Administrator Fenlon presented the budget summary slides for 2019 for discussion only.

Discussion—Fox River Boardwalk Intergovernmental Agreement

Director Breest went over the major points of the Intergovernmental Agreement for the Fox River Boardwalk. Trustee Elrick questioned with Kaukauna being the fiscal agent, what their bond rating is and Director Breest was not sure but can check.

Discussion/Action—Fox River Boardwalk Final Design and Permitting

Director Breest updated the Board on the fundraising for the Boardwalk. Director Breest also wanted to acknowledge and thank Little Chute residents Dr. Elmer and Grace Hoffman for their donation. The estimated project cost at this point is \$3,277,876.00 and have committed funds of \$3,080,541.92 which includes a contribution of \$330,000.00 (10%) each by the Village of Little Chute and City of Kaukauna. Director Breest would like approval for the Final Design and Permitting only.

Moved by Trustee Peerenboom, seconded by Trustee Smith to Approve the Fox River Boardwalk Final Design and Permitting only in the amount of \$82,750.00.

Ayes 6, Nays 0 – Motion Carried

Action—Approve Development Agreement with Faith Technologies, Inc.

Administrator Fenlon gave information on the Development Agreement with Faith Technologies, Inc. for a new facility on Evergreen Drive to expand their Integrated Modular Builds.

Moved by Trustee Elrick, seconded by Trustee Smith to Approve the Development Agreement with Faith Technologies, Inc. as presented

Ayes 6, Nays 0 – Motion Carried

Disbursement List

Moved by Trustee Peerenboom, seconded by Trustee Van Lankvelt to Approve the Disbursement List and Authorize the Finance Director to pay all vendors

Ayes 6, Nays 0 – Motion Carried

Call for Unfinished Business

Director Breest wanted to thank the Cheese fest donation of \$25,000.00 for the Island Park Shelter

Items for Future Agendas

None

Closed Session:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Economic Development*

Moved by Trustee Smith, seconded by Trustee Elrick to Enter into Closed Session

Ayes 6, Nays 0 – Motion Carried

19.85(1)(c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Related Matter*

Moved by Trustee Elrick, seconded by Trustee Smith to Enter into Closed Session

Ayes 6, Nays 0 – Motion Carried

Return to Open Session

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Exit Closed Session

Ayes 6, Nays 0 – Motion Carried

Adjournment

Moved by Trustee Peerenboom, seconded by Trustee Peterson to Adjourn the Regular Board Meeting at 8:36 p.m.

Ayes 6, Nays 0 - Motion Carried

VILLAGE OF LITTLE CHUTE

Attest:

By: _____
Michael R. Vanden Berg, Village President

Laurie Decker, Village Clerk

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2019 Budget Workshop #4 – Final Workshop Prior to Adoption

PREPARED BY: James P. Fenlon, Administrator

REPORT DATE: November 9, 2018

ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)

EXPLANATION: Presented and attached to this document are the budget summaries for the 2019 budget. Also attached is a preliminary comparison of taxing jurisdictions levy and mill rates. On Wednesday evening, you will have a complete budget book at your desk and we will review for a final time, by account, changes made to the Administration budget request since initial presentation.

Please provide any questions or requests as appropriate.

RECOMMENDATION: **Provided for information/presentation with no action at this time.**

VILLAGE OF LITTLE CHUTE
COMBINING BUDGET SUMMARY - GOVERNMENTAL FUNDS
ANNUAL BUDGETS - ACTUAL AND ADOPTED

REVENUE	2016	2017	2018	2018	2018	LEVY LIMIT	LEVY LIMIT	LEVY LIMIT
	Actual	Actual	Adopted	Amended	Estimated	2019	2019	2019
						Dept	Admin	Adopted
Property Taxes	4,141,815	4,782,924	4,912,301	4,912,301	4,912,301		5,249,257	5,078,435
Other Taxes	1,251,741	995,698	1,261,969	1,261,969	1,250,514		2,427,404	2,427,404
Licenses & Permits	129,272	128,827	122,233	122,233	165,397		123,985	123,985
Intergovernmental Revenue	4,285,921	4,097,282	4,109,066	4,109,066	4,122,585		3,676,195	3,706,689
Charges for services	643,559	623,178	570,358	570,358	709,484		588,585	589,235
Fines & Forfeitures	92,634	80,891	100,000	100,000	91,000		91,000	91,000
Special Assessments	18,930	606	20,750	20,750	1,000		1,000	1,000
Interest	27,156	29,561	12,945	12,945	31,361		25,938	25,938
Miscellaneous Revenue	337,474	428,599	475,489	475,489	265,859		165,721	165,721
Total Revenues	10,928,502	11,168,564	11,585,111	11,585,111	11,549,501		12,347,084	12,209,406
EXPENDITURE								
General Government	1,259,782	1,268,747	1,412,344	1,412,344	1,334,673		1,440,106	1,356,542
Public Safety	4,379,891	5,025,768	4,306,884	4,306,884	3,932,825		4,076,417	4,038,153
Public Works	4,714,848	9,099,938	2,411,990	2,411,990	3,204,786		6,185,215	6,098,008
Community Enrichment	1,272,437	1,438,873	1,463,173	1,463,173	1,495,302		2,013,203	1,924,597
Conservation & Development	45,363	1,098,363	18,315	18,315	1,130,058		5,495,632	5,488,632
Debt Service	689,677	900,388	2,518,569	2,518,569	855,393		942,351	942,351
Total Expenditures	12,361,999	18,832,078	12,131,275	12,131,275	11,953,037		20,152,924	19,848,282
OTHER FINANCING SOURCES (USES)								
Transfer In	185,941	2,088,915	106,846	106,846	315,107		358,350	358,350
Other Sources	1,504,866	7,940,282	1,500	1,500	678,181		8,191,260	8,141,260
Transfer Out	(1,110,704)	(713,607)	(74,951)	(74,951)	(1,023,129)		(817,209)	(1,042,532)
Other Uses	(299,932)	(35,112)	-	-	(17,812)		(17,812)	(17,812)
	280,172	9,280,477	33,395	33,395	(47,653)		7,714,589	7,439,266
Revenues less Expenditures	(1,153,324)	1,516,954	(512,769)	(512,769)	(451,189)		(91,251)	(199,610)
						=>	4.400%	4.400%
						=>	7,304,020	7,304,020
							2019	2019
							Dept	Admin
							Request	Recommend
							5,249,257	5,078,435
Tax Levy	4,514,674	4,925,911	4,912,301	4,912,301	4,912,301			
Equalized Value	704,553,900	726,771,000	771,569,100	771,569,100	771,569,100		878,465,300	878,465,300
TID Increment	(52,490,150)	(49,468,150)	(56,140,100)	(56,140,100)	(56,140,100)		(109,169,600)	(109,169,600)
Equalized - TID Out	652,063,750	677,302,850	715,429,000	715,429,000	715,429,000		769,295,700	769,295,700
Equalized Rate	6.924	7.273	6.866	6.866	6.866		6.823	6.601
DOA Assessment Ratio	0.9954133930	0.9948201150	0.9528300580	0.9528300580	0.9528300580		PRELIM RATIO	FINAL RATIO
							0.8799443840	0.8799443840
Assessed Value	697,899,300	723,006,500	735,134,700	735,134,700	735,134,700		773,487,300	773,487,300
TID Increment	(52,250,480)	(49,468,150)	(53,491,975)	(53,491,975)	(53,491,975)		(96,063,176)	(96,063,176)
Assessed - TID Out	645,648,820	673,538,350	681,642,725	681,642,725	681,642,725		677,424,124	677,424,124
Assessed Rate	6.992	7.313	7.207	7.207	7.207		7.749	7.497

Budget Summary - Expenditures

Dept Number	Category	2016	2017	2018	2018	2018	2019	2019	2019
		Actual	Actual	Adopted	Amended	Estimated	Dept Request	Admin Recommend	Adopted Budget
GENERAL GOVERNMENT									
51110	Village Board	50,734	61,831	58,366	58,366	52,423	58,496	58,496	
51400	Administration	106,912	112,559	122,261	122,261	120,474	126,292	116,292	
51410	GIS/LIS	54,263	72,640	76,119	76,119	73,078	80,338	70,351	
51415	Engineering	-	-	-	-	-	16,300	16,300	
51420	Finance	171,434	169,028	165,191	165,191	161,234	184,287	182,187	
51440	Clerk	152,564	134,276	161,025	161,025	161,056	152,547	152,547	
51530	Comm Develop/Assessing	106,209	99,856	100,861	100,861	107,900	131,092	104,146	
51650	Village Hall	135,689	127,099	150,809	150,809	123,996	132,761	88,467	
51680	Municipal Court	81,967	76,626	87,500	87,500	79,555	87,773	87,773	
51780	Unallocated	34,354	24,504	40,000	40,000	33,789	30,664	40,427	
51900	Insurance	303,777	309,435	342,038	342,038	317,289	323,180	323,180	
51960	Village Promotion	39,306	30,850	47,774	47,774	36,619	54,626	54,626	
Total General Government		1,237,209	1,218,705	1,351,944	1,351,944	1,267,413	1,378,356	1,294,792	-4.2%
PUBLIC SAFETY									
52050	Inspection	88,720	94,874	107,471	107,471	101,983	110,636	110,636	
52200	Fire Operations	223,629	220,968	266,214	266,214	226,708	300,972	274,772	
52250	Allocated Fire	361,571	358,318	370,937	370,937	367,013	372,037	365,720	
52350	Crossing Guards	94,726	65,521	57,068	57,068	55,498	58,387	58,387	
Total Public Safety		768,646	739,681	801,690	801,690	751,202	842,032	809,515	1.0%
PUBLIC WORKS									
53100	Administration	66,074	21,497	28,552	28,552	37,530	19,337	17,482	
53300	Street Repair/Maintenance	678,936	620,592	643,550	643,550	523,145	654,224	634,224	
53310	Support Services	66,667	109,388	91,072	91,072	172,748	126,295	85,943	
53330	Vehicle Maintenance	151,945	148,308	242,371	242,371	166,688	222,351	197,351	
53350	Snow & Ice Control	156,522	182,674	203,471	203,471	203,129	251,184	251,184	
53460	Weed Control	17,178	13,328	19,124	19,124	13,460	18,427	18,427	
53650	Recycling	35,227	35,072	61,398	61,398	40,179	56,155	56,155	
Total Public Works		1,172,550	1,130,859	1,289,538	1,289,538	1,156,879	1,347,973	1,260,766	-2.2%
PARKS, RECREATION, & FORESTRY									
55200	Parks	273,748	274,630	334,041	334,041	308,981	355,934	356,184	
55300	Recreation	229,332	266,216	270,711	270,711	287,247	303,627	301,919	
55440	Forestry	97,809	117,803	130,977	130,977	114,971	149,735	135,735	
55460	Youth Football	14,569	20,970	16,550	16,550	18,900	16,500	15,100	
55480	Community Band	4,308	5,097	6,200	6,200	5,750	6,100	6,100	
Total Parks, Recreation, & Forestry		619,766	584,715	758,479	758,479	735,849	831,896	815,038	7.5%
CONSERVATION AND DEVELOPMENT									
56700	Economic Development	5,740	11,985	7,600	7,600	13,110	14,100	7,100	
Total Conservation and Development		5,740	11,985	7,600	7,600	13,110	14,100	7,100	-6.6%
OTHER FINANCING USES									
59000	Other Financing Uses	102,265	35,112	49,951	49,951	42,150	60,000	-	
Total Other Financing Uses		102,265	35,112	49,951	49,951	42,150	60,000	-	20.1%
Total General Fund		3,906,175	3,821,057	4,259,202	4,259,202	3,966,603	4,474,357	4,187,210	-1.7%
							5.1%	-1.6%	-100.00%
							4.30%	4.40%	4.40%
							4,442,348	4,446,607	4,446,607
							(32,009)	259,397	4,446,607

Revenue by Category

	2016 Actual	2017 Actual	2018 Adopted	2018 Amended	2018 Estimated	2019 Dept Request	2019 Admin Recommend	2019 Adopted Budget
Taxes	1,067,764	1,193,376	1,319,822	1,319,822	1,319,822	1,319,822	1,252,717	
Other Taxes	43,932	24,569	37,750	37,750	24,400	34,350	34,350	
Licenses & Permits	128,622	128,802	121,933	121,933	165,397	123,885	123,885	
Intergovernmental Revenue	2,183,382	2,141,703	2,114,921	2,114,921	2,120,910	2,215,267	2,238,533	
Charges for Services	125,753	110,685	82,925	82,925	102,275	96,275	98,925	
Fines & Forfeitures	92,634	80,891	100,000	100,000	91,000	91,000	91,000	
Interest	10,050	13,392	7,500	7,500	13,000	13,000	13,000	
Misc. Revenue	141,385	159,478	115,300	115,300	178,099	118,800	118,800	
Other Financing Sources	419,751	216,000	216,000	216,000	216,000	216,000	216,000	
Total General Fund	4,213,274	4,068,895	4,116,151	4,116,151	4,230,903	4,228,399	4,187,210	-
Excess Revenue over Expenditures	307,099	247,838	(143,051)	(143,051)	264,300	(245,958)	(0)	-
			-3.4%			-5.5%	0.0%	#DIV/0!

Expenditures by Category

	2016 Actual	2017 Actual	2018 Adopted	2018 Amended	2018 Estimated	2019 Dept Request	2019 Admin Recommend	2019 Adopted Budget
General	1,237,209	1,218,705	1,351,944	1,351,944	1,267,413	1,378,356	1,294,792	
Public Safety	768,646	739,681	801,690	801,690	751,202	842,032	809,515	
Public Works	1,172,550	1,130,859	1,289,538	1,289,538	1,156,879	1,347,973	1,260,766	
Park, Rec & Forestry	619,766	684,715	758,479	758,479	735,849	831,896	815,038	
Cons Dev	5,740	11,985	7,600	7,600	13,110	14,100	7,100	
Other	102,265	35,112	49,951	49,951	42,150	60,000	-	
	3,906,175	3,821,057	4,259,202	4,259,202	3,966,603	4,474,357	4,187,210	
	2016 Actual	2017 Actual	2018 Adopted	2018 Amended	2018 Estimated	2019 Dept Request	2019 Admin Recommend	2019 Adopted Budget
Taxes	1,111,697	1,217,945	1,357,572	1,357,572	1,344,222	1,354,172	1,287,067	
State Rev	2,183,382	2,141,703	2,114,921	2,114,921	2,120,910	2,215,267	2,238,533	
User Fees	347,009	320,378	304,858	304,858	358,672	311,160	313,810	
Interest	10,050	13,392	7,500	7,500	13,000	13,000	13,000	
Other	561,136	375,478	331,300	331,300	394,099	334,800	334,800	
	4,213,274	4,068,895	4,116,151	4,116,151	4,230,903	4,228,399	4,187,210	
Net Revenue Over Expend	307,099	247,838	(143,051)	(143,051)	264,300	(245,958)	(0)	-

2019 Budget Comparisons - All Taxing Jurisdictions



EQUALIZED VALUE	\$ 878,465,300.00
EQUALIZED TID	\$ 109,169,600.00
EQUALIZED TID OUT	\$ 769,295,700.00
ASSESSMENT RATIO	0.879944384
FINAL ASSESSED	\$ 773,487,300.00
ASSESSED TID	\$ 96,063,176.00
ASSESSED TID OUT	\$ 677,424,124.00

	Levy	Equalized less TID -		Assessed less TID -	TID - Per Final Ratio	FINAL ASSESSMENT - Per State Assessment
		Per Levy	Certification	Equalized Rate	Assessed Rate	
FVTC	\$ 812,588.35	\$ 769,295,700	\$ 1.06	\$ 1.20		\$773,487,300
AASD	\$ 174,114.10	\$ 20,067,206	\$ 8.68	\$ 9.86		\$60,364,500
KASD	\$ 1,879,703.40	\$ 216,020,959	\$ 8.70	\$ 9.89		\$229,210,700
LCASD	\$ 5,280,011	\$ 533,207,535	\$ 9.90	\$ 11.25		\$483,912,100
OUT CTY						
VOLC	\$ 5,078,435.00	\$ 769,295,700	\$ 6.60	\$ 7.50		\$773,487,300

	2017 ASSESSED RATES		Change	Percent Change	2017 Combined Rate	2018 Combined Rate	Change
	2018 ASSESSED RATES	2017 ASSESSED RATES					
FVTC	\$1.14	\$1.20	\$0.06	5.30%			
AASD	\$9.11	\$9.86	\$0.75	8.24%	\$22.43	\$23.53	\$1.10
KASD	\$9.65	\$9.89	\$0.24	2.47%	\$22.97	\$23.56	\$0.59
LCASD	\$11.29	\$11.25	-\$0.04	-0.32%	\$24.61	\$24.92	\$0.31
OUT CTY	\$4.97	\$4.97	\$0.00	0.00%			
VOLC	\$7.21	\$7.50	\$0.29	4.02%			

Awaiting receipt of Outagamie County's Tax Certification

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: 2019 Civic Center Fee Increases

PREPARED BY: Laurie Decker, Clerk

REPORT DATE: November 14, 2018

ADMINISTRATOR'S REVIEW/COMMENTS:

No additional comments to this report: _____

See additional comments attached: _____

EXPLANATION: The current rate to rent the rooms in the Civic Center is \$50.00 for N1/N2 and \$40.00 for S2/S3. With the renovations complete, we are proposing a fee increase to \$100 to rent N1/N2, which has a brand new kitchen and appliances. The rate for S2/S3 would be proposed to increase to \$75 as it now includes a kitchen suite with oven and mini fridge. In a normal year, the Village can expect to receive about \$4,000 in rental revenue. This year, due to the renovation, we are only on track to receive about \$2,000 in rental revenue. If you would adopt the recommended change, we would budget \$4,000 to establish a normal budget baseline moving forward. Even with these fee increases, due to the costs of the renovation and actual costs of cleaning, utilities and staff time, this is not a true "revenue" generator for the Village.

Below is what neighboring communities charge for similar :

Kimberly -- \$75 (it can be rented to nonresidents but the fee is doubled)

Combined Locks -- \$75

Grand Chute -- \$150 with max of 30 people

Kaukauna -- \$50 with max of 25 people

Finally, at this time we do NOT allow non-residents to rent the facility. We would recommend that the Board allow non-residents the ability to rent the facility at twice the cost of non-residents or \$200 for N1/N2 and \$150 for S2/S3.

RECOMMENDATION: Approve Rental Fee Increase for the Civic Center Room Rentals in 2019 - \$100 for N1/N2; \$75 for S2/S3 resident rates and \$200 for N1/N2 and \$150 for S2/S3 for non-resident rates.

RENTAL PERMIT

VILLAGE OF LITTLE CHUTE CIVIC CENTER ROOM RENTAL LITTLE CHUTE RESIDENTS ONLY

(920) 788-7380

*If your key fob does not work, please call FVMPD non-emergency at 687-7100.

Key may be picked up one or two days before the party, Monday – Friday between the times of 8 a.m. to 4:30 p.m.

Lessee or Group Name _____

Address: _____

City: _____ Telephone: _____

Date of the Event: _____

Time: from _____ to _____ (8am & 8pm)

(Enter the time that you want to get in to set-up and what time you will be cleaned up and leaving)

Purpose: _____ Attendance (#): _____

Person Responsible for Key: _____

ID provided _____ (Must be 18 and a Little Chute resident to rent rooms at the facilities)

Civic Center: 625 GRAND AVE

N1&2 with Kitchen (90 person capacity) _____

S2&3 (90 person capacity) _____

Total Rental Cost \$_____ received on_____ , by _____

The Lessee signing this Agreement below, hereby agrees to forfeit the security deposit of \$300.00, for any damage to property or items stolen, and costs incurred for cleaning, together with any other liability to the Village of Little Chute by the Lessee resulting from the use of Village property pursuant to this Rental Permit, whether or not specifically described herein, and to comply with the following hold harmless provisions:

Hold Harmless Clause: Lessees shall be liable to the Village of Little Chute for all losses and damages in connection with both personal and real property resulting from any act or omission of any individual attending the event for which this Permit is issued, whether or not caused by negligence. Lessee shall further indemnify and hold harmless the Village of Little Chute from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act of omissions, neglect, or wrongdoing of the Lessee or any of his, her and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands. Lessee shall further pay and reimburse the Village for all costs of enforcement and collection resulting from the Rental Permit incurred by the Village, including but not limited to, reasonable attorney's fees. Lessee agrees to prevent loitering and the presence of unauthorized persons during all such usage periods and further authorizes the Village to expel individuals and/or terminate the Permit immediately without notice in the event the Village becomes aware of any form of damage, destruction, or other violation of law occurring on Village property.

I have read the attached terms of rental agreement and agree to comply _____

Signed

TERMS OF RENTAL

KEY FOB — Key fob must be picked up the week of the event, **before 4:30 on Friday**. You are responsible for the key and it must be returned to the Village Hall in order to have your security deposit returned. The key fob will only be given out to an adult 18 or older.
*If your key fob does not work, please call FVMPD non-emergency at 687-7100.

UNLOCKING & LOCKING OUTSIDE DOOR—Person responsible for the key fob is also responsible for **Unlocking & Locking the outside door**. To keep outside door open—push in handle, insert pin that is hanging on door, pull out pin when leaving and make sure door is locked.

RESERVATION OF FACILITIES — Facilities may be reserved at the Village Hall Clerk's office by Little Chute Residents ONLY. Phone 788-7380. Office hours are 8:00 am to 4:30 pm, Monday through Friday. Reservations can be made anytime in advance with a minimum 48 hours advance notice. Reservations for usage are confirmed only when payment is made in full and a signed agreement is on file at Village Hall.

Rooms may be used for most meetings, group discussions, and receptions except the following: 1) A purpose which interferes with or disrupts the regular operation of the Village. 2) Programs involving the sale, advertising, solicitation or promotion of products, services or memberships. 3) The Village reserves the right to deny any request. 4.) Non-resident of the Village. 5) Violations of the agreement or excessive damage to facility may be cause for future denial of room rental.

DO NOT CONTACT LIBRARY STAFF REGARDING YOUR ROOM RENTAL WHEN SENDING OUT INVITATIONS, PLEASE DO NOT INDICATE THE LIBRARY ADDRESS AS THE RSVP ADDRESS. USE YOUR HOME ADDRESS.

CANCELLATION—Notice to cancel a reservation must be given in a timely manner. Failure to do this will result in being charged at the following rate:

6 weeks in advance, refund 75% of paid rental
4 weeks in advance, refund 50% of paid rental
2 weeks in advance, refund 25% of paid rental
Less than 2 weeks, refund 0% of paid rental

TIMES: You may arrive at the Civic Center any time between the hours of 8:00 am and 8:00 pm (including take down and clean up) unless special permission is granted by the Village Board of Trustees.

CLEANING — Cleaning is to be done immediately after the conclusion of an event. Maintenance personnel will inspect the building at 7:00 am the following day for your deposit refund. Exceptions may be made if there is no event the next day and the department is notified prior to the event. All equipment not furnished by the Village must be removed from the building following the event.

All garbage must be emptied and bags brought outside and disposed of in the appropriate containers. Little Chute recycles! Please place recyclables in the appropriate containers. Also, please replace the bags in the garbage containers.

No decorating is allowed prior to your rental time/date. The Village of Little Chute will not permit affixing anything to the walls or ceilings with staples, nails, tape, or other fasteners. The Village of Little Chute will not accept responsibility for special cakes or decorations brought into the facility. **All decorations must be removed at the conclusion of the event.**

**Nail or tack holes will be charged at \$5 each.

ALCOHOLIC BEVERAGES — Alcohol may be consumed on the premises by adults of legal drinking age only. Permission to consume alcohol is obtained by purchasing an Alcohol permit. There is a \$5.00 fee for the permit and it must be brought to the facility the day of your event. Alcohol may only be consumed at the Civic Center for private parties. No ice tubs will be allowed in the rooms. Food and Beverages shall be consumed in the room and shall not be carried into the hallways.

SECURITY/SAFETY — Groups using the Civic Center/ Village Hall are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. Use of candles or any flammable type material is prohibited in the buildings or on the grounds. The person responsible for renting the room should acquaint all attendees with the fire exists. Please dial 911 in case of an emergency or fire.

SMOKING — Smoking is prohibited in the buildings.

VILLAGE OF LITTLE CHUTE ORGANIZATIONS - Village charitable, civic and service groups are welcome to use the rooms for club functions at no charge. An annual permit must be completed at the Clerk's office to detail the days and times of use for the year. Terms of Rental and clean up requirements are to be followed. Violations of agreement or excessive damage to facility may be cause for future denial of room rental.

EQUIPMENT — Tables, chairs and other equipment are not to be removed from the buildings.

MUSIC - No live bands or amplification devices such as stereos, radios, etc. with external speakers will be allowed without permission of the Little Chute Village Board.