



DISTRICT ONE COMMUNITY CENTER FACILITY USE APPLICATION AND AGREEMENT

N7261 WARRIOR AVENUE, BLACK RIVER FALLS, WI 54615

PHONE: (715) 284-0905



SECTION 1

Application

Application Submission Date _____ Enrollment # _____ (As Applicable)

Applicant _____ Email _____

HCN Department/Program _____ Phone _____

Event Description _____

SECTION 2

Provide Requested Dates and Times

Multipurpose	_____	_____	_____
Kitchen	_____	_____	_____
Gym NC	_____	_____	_____
Gym	_____	_____	_____
Studio	_____	_____	_____
Room 204	_____	_____	_____
Upper Atrium	_____	_____	_____
Lower Atrium	_____	_____	_____
Volleyball-O	_____	_____	_____
Horseshoe Pits	_____	_____	_____

SECTION 3

Facility Use Fee and or Deposit

Payer Name _____ Deposit Amount _____

Event Date _____ Fee Amount _____

Applicant _____

Deposit Returned Date/Amount/Initials Reciever _____

Deposit Retain Comments _____

Facility Use Application and Agreement is made and entered into by and between the Ho-Chunk Nation District One Community Center (D1CC) and the applicant completion, approval and signature(s).

A function of the D1CC is to provide clean, professional rooms and amenities to the applicant for meetings, events and programs. The D1CC acknowledges a need to enter into this agreement as a transparent effort to support applicant function, mission accomplishments, and to clarify the roles and expectations of facility use.

1. Facility

The District One Community Center does hereby authorize use of the facility as defined in the approved Facility Use Application and Agreement signed between D1CC address being N7261 Warrior Avenue, Black River Falls, WI 54615 and the applicant.

2. Terms and Conditions

Term dates and times specified on the approved Facility Use Agreement and Application apply. D1CC General Manager or Designee reserves the right to use the facility for emergency purposes, in which may result in temporary displacement or cancellation of an agreement. The applicant will initial and agree to Facility Use Application and Agreement terms and conditions below.

Read & Please Initial

- _____ Applicant assumes responsibility for facility supervision during after hours facility use
- _____ Applicant assumes all responsibility for personal liability
- _____ District 1 Community Center is not responsible for lost or stolen articles.
- _____ You are entering the facility at your own risk, D1CC is not responsible for personal injuries.
- _____ Applicant will ensure their participants will occupy only rooms/spaces requested on the
- _____ Applicant is responsible for any and all damages to the facility during their event.
- _____ Returnable deposits may be withheld and suspension of D1 reservation privileges may occur due to non compliance of cleaning checklist requirements.
- _____ D1CC reserves the right to cancel a reservation at any time for operations and cultural facility needs
- _____ D1CC Key and or Codes issued are the responsibility of the applicant or their designee.

3. Facility Use Reservation and Fee Terms and Conditions

See Exhibit A on page 5

4. Payment Process

Payment for Facility Use Reservation Fees and Deposits can be made at anytime via cash or check payable to *Ho-Chunk Nation D1CC Fees*.

- a) Facility Reservations are secured upon receipt of full deposit and General Manager approval.
- b) Payer will receive a receipt
- c) A copy of your signed and approved Facility Use Agreement and Application upon request.

5. Inspection and Use Assessment

District One Community Center through any of its designated employees, reserves the right at any reasonable time during the term of this Agreement to inspect use of agreed upon space used by applicant

6. Effective Date

Reservation confirmation, as well as terms and conditions of this agreement take effect on the date signed and approved by the District One General Manager or Designee.

7. Security and Keys

Applicant will be responsible for securing the building for use of the facility outside of posted hours of operation.

Lock codes will be provided to the applicant at least one day prior or the Friday prior to a weekend event.

SECTION 5

My signature signifies my agreement to abide to all Terms and Conditions as listed above and completion of cleaning checklist provided.

Applicant Print, Sign and Date _____

SECTION 6

APPROVED

DENIED

D1CC MANAGEMENT SIGNATURE _____

SECTION 7

***** **Box below is for D1CC Staff Use Only** *****

Application Fee and or Deposit Due: _____	Payor Name: _____
Date and Payment Amount Collected _____	
Date and Amount Deposit Returned: _____	Staff Returning Deposit _____

CLEANING CHECKLIST

Applicant Read & Initial When Completed

Fire Pit Area

Sweep & Pick up Litter

Kitchen (Grease goes outside in dumpster, not down the drain

please) Take all trash can bags out to dumpster & hang new ones on cans

Wipe down all used counters, cabinets, doors, walls as needed

Sweep & Mop Floors as needed

Return all washed and dried dishes where found

Clean off stove, oven, microwave, frig/freezers as needed

Remove all left over food from facility

Turn off Stove burners and oven

Clean small and large sinks and drains

Multi-Purpose Room & Hall

Take all trash can bags out to dumpster & hang new ones on cans

Table/chair setup, wipe down, take down and replace to table/chair racks

Sweep and Mop Floor as needed

Remove and properly dispose of items associated with decorating

Community Education Room & Buffet Counter /Atriums

Table/chair setup, wipe down tables, return chairs to racks, fold up tables,

Wipe down counter, vacuum as needed, empty trash

Restrooms

Wipe down sinks, counters and paper towel cabinet

Sweep and Mop as needed

Clean toilets as needed and empty trash

Wipe down mirrors with glass cleaner as needed

Gymnasium (Only approved tables and chairs permitted) (No Food/Candy allowed in gym)

Empty trash to dumpster

Sweep floor and spot mop as needed

Clean Restrooms & Showers as needed

Sweep Bleachers as needed

Assist with roll out and roll up of gym floor mats

General Manager Use Only

Deposit Return

Checklist Complete _____

Checklist Incomplete _____

CLEANING SUPPLIES IN PANTRY NEXT TO KITCHEN, DUMPSTER OUTSIDE

SECTION 9

Exhibit A

ROOM RESERVATION FEE SCHEDULE

	Community Education Room 204 Atriums	Multi-Purpose Room (1 st Floor)	Kitchen	Gym No Cover	Gym Covered	Studio
Full Day Non-Enrolled Applicant	\$100 \$100 Deposit	\$100 \$100 Deposit	\$100 \$100 Deposit	\$150 \$150 Deposit	\$200 \$200 Deposit	\$50 \$50 Deposit

SECTION 10

Reservation and Fee Terms and Conditions

Maximum Deposit when reserving multiple rooms is \$200

Deposits are due at least 1 week prior to event and serve to secure the reservation

Ho-Chunk Nation District One Community Center Management reserves the right to update fee schedule at any time. Full day is considered more than 4 hours per room.

Less than 4 hours will be prorated to half cost of full day rate

Ho-Chunk Nation Reserves the right to cancel reservations at anytime

First Priority for the facility is designated to funerals and wakes (Deposits Waived)

Reservations will be secured via General Manager or Designee signature approval of applicant signed Facility Use Application form and receipt of full Security Deposit.

Room Fee is due on or before event date indicated on the Facility Use Application Form

Deposits returned for events canceled within 24-hours of the event

Payments accepted via Cash or Checks

Revised 07.21.25 TLB

Updated 07.22.25

Updated 11.03.25

Updated 12.22.25