

Crawford Center Rental Use Policy

I. Introduction

Shawano County owns a building located on Part of Lot 1, Block 6, Assessors Plat of the City of Shawano, in Section 31, Township 27 North, Range 16 East, City of Shawano, Shawano County, Wisconsin that is commonly referred to as the Crawford Center (excluding the outdoor horse arena located to the north and west of the Crawford Center), and Shawano County seeks to implement a general policy concerning the use of the Crawford Center.

II. Procedure for requesting use of the Crawford Center.

A. Potential users of the Crawford Center shall submit a written request to the Shawano County Public Property Committee. The written request should be submitted at least two months prior to proposed use of the Crawford Center and shall state the intended use for the Crawford Center, the time period to which the request pertains, and that the requestor shall abide by the Shawano County policies governing the use of the Crawford Center.

B. If the Public Property Committee approves the requested use, then the user shall contact the Shawano County Maintenance Department (715-526-6685) at least 30 days prior to the event and work with the Maintenance Department to sign an agreement agreeable to the parties at least 14 days prior to the use of the Crawford Center.

C. The agreement noted above shall further require, among other things, that the user be responsible: (1) for any and all property damage and bodily injury arising out of the use of the Crawford Center; (2) for providing proof of insurance to Shawano County demonstrating that sufficient insurance has been procured by the user to the satisfaction of Shawano County to cover such damage and injury; (3) for cleaning the Crawford Center and ensuring that the Crawford Center is in at least as good a condition upon departure as when the use began; (4) for paying all utilities, dumpster charges, snow removal on sidewalks and walkways, personnel time and other expenses incidental to the user's use of the Crawford Center; and (5) for any other obligation Shawano County deems necessary concerning the use of the Crawford Center.

D. If any two or more users request to use the Crawford Center at simultaneous times, then Shawano County shall, at its discretion, determine which request shall be granted based on what is in the best interests of Shawano County and its residents.

E. Any necessary permits, approvals and licenses required for an event shall be the responsibility of the user.

III. Classification of Use and Rental Fee Schedule

(A) Any individual or organization requesting use of the Crawford Center shall be classified by Shawano County, in its discretion, as either a Category 1, 2 or 3 user. A Category 1 user shall be a non-profit type user such as the Shawano County 4-H Leaders, Inc.; a Category 2 user shall be a hybrid non-profit type user who may charge fees to members and non-members for the event or have other factors that apply which, in Shawano County's discretion, render the user a hybrid; and a Category 3 user shall be a for-profit type commercial user.

(B) Category 1 users may be charged \$250/day or more for each day or partial day of use of the Crawford Center. Category 2 users may be charged \$500/day or more for each day or partial day use of the Crawford Center. Category 3 users may be charged \$1,000/day or more for each day or partial day of use of the Crawford Center. All checks shall be made payable to the Shawano County Treasurer.

IV. General Conditions

- A. Shawano County reserves the right to alter, amend, waive, adjust and/or modify this Policy and the terms herein on a case-by-case basis as determined by Shawano County in its discretion.
- B. Shawano County reserves the right to lease and provide use of the Crawford Center to entities for extended periods of time for hockey, fair or other uses as Shawano County deems in its discretion to be in the best interests of Shawano County.
- C. The user is responsible to comply with all laws regulating the distribution of alcohol beverages, including but not limited to, insuring that all designated vendors maintain applicable licenses, and distribute beverages in conformance with said licenses and state regulations.