

1000 Islands Environmental Center Building Use Agreement



Rules and Provisions

The renter of the 1000 Islands Environmental Center building must be at least 18 years old and on the premises during the entire event.

No admission fee, donation, contribution or other charge shall be collected or be permitted to be collected by the renter where intoxicating liquor or fermented malt beverages are consumed unless prior approval has been secured from the City of Kaukauna. Renter shall not permit intoxicating liquor or fermented malt beverages to be consumed on the rented premises by any person(s) who have not reached the legal Wisconsin drinking age of 21 years. If alcohol is being served, an alcohol permit must be obtained from the Kaukauna Police Department.

The building rental bookings must be made prior to the event and no earlier than one (1) year in advance. Building rental fees are subject to change at any time.

Smoking, vaping or any tobacco use is prohibited in the building or on the grounds and trails of 1000 Islands Environmental Center. Pets are not allowed in the building or on the grounds unless it is a service dog.

No bands, stereos or any other amplifying devices are allowed unless permission has been given from the City Health and Recreation Committee.

Glitter and confetti are prohibited inside the building. The use of staples, nails, tacks, glue and any other damaging items to secure decorations is prohibited.

The 1000 Island Environmental Center building must be closed by 11:00 PM.

The renter agrees to clean and restore the building within the specified rental period. The room arrangement (tables & chairs) must be put back into the same order as entry. The renter must clean (wipe down) all tables and counters and sweep and/or vacuum floors. The renter agrees to promptly pay the cost of any extraordinary clean-up or repair of damage to the building as a result of usage under this agreement as billed by 1000 Islands Environmental Center.

All garbage must be taken out to the dumpster located to the West of the building. Please follow Outagamie Co. recycling policy and utilize the bins in the building and outside for recyclables. Please no plastic bags, food or beverages in the recycling bins. Turn all lights off, lock all doors and windows and activate the alarm when leaving.

Violations of this agreement/excessive damage to the facility may be cause for future denial of building rental.

Kitchen Guidelines

All appliances, materials and other items including food and paper products are the property of 1000 Islands. Visitors using the kitchen must bring their own equipment. Coffee pots are to be used for coffee only. No other liquids, such as hot cocoa, are to be placed in them.

The kitchen is to be used for kitchen purposes only. The janitor's room must be used for all cleaning and other such purposes.

All appliances, except the refrigerator, must be turned off when leaving. No food is to be left in the kitchen area.

The kitchen is a convenience for 1000 Islands staff, Friends of 1000 Islands and visitors who have rented it. The kitchen is off limits to all other persons visiting 1000 Islands.

The kitchen must be left in a clean, usable condition with everything returned to its proper place.

We reserve the right to refuse use of the building to a group, which has previously rented it and has left the kitchen in an unclean, unusable condition.

In Case of an Emergency

For all emergencies, call 911. Also depending on the emergency, call the Kaukauna Police Dept. at 920-766-6333, Kaukauna Fire Dept. and/or Ambulance (Medics) at 920-766-6320.

In case of a weather emergency situation go to the secure areas of the building which are the bathrooms and kitchen (with window closed).

1000 Island Center Staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-2491

Bud Gadow – Cell 920-810-0312

The Renter agrees to indemnify and hold harmless the City of Kaukauna, its employees, officers, agents from all loss, damages, liability or claims arising out of rental of the premises, except to the extent some are caused by negligence or misconduct of the City of Kaukauna. The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Kaukauna, its employees, officers or agents, arising out of the rental use of the premises. The Renter shall bear all other costs and expenses related thereto. The City of Kaukauna shall have the right to approve any legal counsel selected to defend the City of Kaukauna in such claim or alleged claim. It is understood by the Renter that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Provisions of this Rental Agreement.