



Milwaukee County UW-Extension
932 South 60th Street
West Allis, Wisconsin 53214-3369
414-290-2400
414-290-2424 (fax)
milwaukee.uwex.edu (web address)

Room and Equipment Rental Agreement (rev. 7/20/07)

CUSTOMER INFORMATION

Name:
Organization:
Address:
Telephone:
Fax:
Email:

EVENT INFORMATION

Title of Event:
# Participants Expected:
List on Internet Calendar? Yes No
Start: End: Setup:
Instructor/Facilitator:
Telephone:
Fax:
Email:

Table with 5 columns: Room or Equipment, Dates, Rate, Number, Total. Includes a TOTAL row.

I agree to rent the rooms and equipment listed above at the stated rates. I also agree to the following conditions:

- 1. Rooms will be straightened and left in good condition. Furniture will be returned to its original arrangement. Trash and recyclables will be picked up and disposed in the appropriate container. Spills will be swept and/or wiped up. If the rooms are not left in good condition, the cost of cleanup will be added to the bill.
2. Lights and equipment will be turned off and outside doors locked before leaving the building.
3. If furniture or equipment is damaged, the cost of repair or replacement will be added to the bill.
4. When room reservations are cancelled in writing two weeks in advance, rental fees will be waived.

Signature

Date

Please mail signed form and check to:
Carolyn Johnson, Finance Manager
Milwaukee County UW-Extension
932 South 60th Street
West Allis, WI 53214-3369
Check payable to "UW-Extension"