



12621 W. Hampton Ave  
 Butler, WI 53007  
 Phone (262) 783-2525  
 www.butlerwi.gov

**FRONTIER PARK COMMUNITY BUILDING**

**RENTAL INFORMATION**

**5251 N. 127<sup>th</sup> Street**

- ◆ All events must be completed, cleaned up, and the building vacated by 11:00 pm the date of rental. Failure to vacate by 11:00 pm will result in forfeiture of deposit and enforcement action by the Police Department.
- ◆ In case of a maintenance emergency, please contact non-emergency police 262-446-5070.
- ◆ The community building is both heated and cooled. Temperature can be controlled by turning the dial in the main room. There are also openable windows and ceiling fans.
- ◆ The kitchen has a sink, refrigerator, range, stove, and microwave.
- ◆ The use of deep fryers inside the building is prohibited.
- ◆ There are fifteen (15) 8' rectangular banquet tables and 100 chairs provided.
- ◆ Tables and chairs are for indoor use only. You can arrange the tables and chairs in any pattern to accommodate your needs within the building, but you must put all tables and chairs neatly back on the rolling racks and in the storage room after your rental.
- ◆ Washroom facilities are located in the building.
- ◆ The Village provides trash cans and liners for your convenience. Please seal all trash bags after your event and place all garbage and recycling bags inside of the dumpsters to the north of the building.
- ◆ The building will be physically inspected after each rental. All parties are responsible for cleaning up after themselves the same day/night of their party.
- ◆ **No clean-up is allowed after the rental date. Failure to adequately clean the building and dispose of garbage will result in the deposit forfeiture.**
- ◆ If a cleaning staff needs to be brought in to clean the building after a party's failure to properly clean the building, the Village reserves the right to charge those costs back to the party on top of their rental deposit.

◆ Rental prices are as shown

	Monday-Thursday	Friday-Sunday
Resident Deposit	\$125.00	\$125.00
Resident Rental	\$125.00	\$325.00
Non-Resident Deposit	\$250.00	\$250.00
Non-Resident Rental	\$250.00	\$550.00

**NOTICE**

**Regarding use of decorations in the community building**

**There are no interior decorations allowed that in any way would mark or damage the building and windows. This would include the use of such items as – push pins, nails, adhesive materials (including tape), putty, balloons, etc.**



**FRONTIER PARK COMMUNITY BUILDING**  
**CLEANING CHECKLIST**  
**5251 N. 127<sup>th</sup> Street**

- Empty **ALL** trash and recycling containers and place those bags in the appropriate dumpster located in the garbage corral that is north of the building. (Don't forget bathrooms – inside stalls and outside)
- Place new trash and recycling bags in all cans. They are located in the supply closet.
- Wipe off all tables and chairs.
- Place all tables and chairs neatly on the rolling carts provided. Place carts in the storage room.
- Remove all stored food from refrigerator, microwave, oven and stovetop.
- Wipe down kitchen countertops, stovetop, inside of microwave, and inside of refrigerator.
- Sweep all floors (including kitchen and bathrooms)
- Mop all floors with provided supplies (including kitchen and bathrooms)
- Clean bathroom mirrors, sinks and toilets with provided supplies from the utility closet.
- Check the outside of the building and collect any trash your guests may have left on the outside of the building.
- Turn off all lights, fans, and heat/air-conditioning. Ensure doors are securely locked upon exiting. (Rear and Front Doors)

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