



## COMMISSION, BOARD, AND COMMITTEE INFORMATION

This Agreement is between the City of Kaukauna and \_\_\_\_\_  
("Volunteer") for the \_\_\_\_\_ ("Project").

In consideration of the mutual agreements herein, the City and the Volunteer agree as follows:

1. **The City will** provide a sufficient area/room for the provision of the services described.
  
2. **The Volunteer will:**
  - a. Provide the service of \_\_\_\_\_(location).
  - b. The Volunteer will provide all materials, equipment, and supplies necessary to perform or provide the services described except that the City will be expected to provide \_\_\_\_\_.
  - c. The Volunteer acknowledges he/she is not an employee of the City and is acting solely as a Volunteer.
  - d. The Volunteer will be obligated to perform the services described in accordance with the ordinary standards of care, skill, and judgment.
  - e. The Volunteer will supervise clean-up as may be reasonably requested by the City.
  - f. At the close of the Volunteer's work, the Volunteer will remove his or her materials and equipment.
  - g. The Volunteer will provide his or her services in a manner and time so as not to cause interference with any of the operations of the City facility. In the event of a conflict between the schedules of the Volunteer and contractors and employees of the City, the conflict may be resolved at the discretion of the City.
  - h. The Volunteer will meet with \_\_\_\_\_, before \_\_\_\_\_, to coordinate all issues regarding facilities use and assure that the facilities provided are adequate.
  - i. The Volunteer(s) will allow publication of any media taken of them during this project/event.

**3. Duration**

This Agreement will become effective on \_\_\_\_\_, and ends no later than \_\_\_\_\_. This Agreement may be cancelled on thirty (30) days written notice of either party.

**4. Use of City Name**

It is understood and agreed that the name of the City and the municipal location may not be used by the Volunteer in any promotional materials without prior approval of the City.

**5. Liability**

The City represents that it does carry public liability insurance covering the municipal location. The City specifically notes that it has not purchased insurance coverage for the Volunteer or his/her employees. Nothing contained in this Agreement is intended as a waiver of the City to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes 893.80, 895.52, 895.525 or other applicable law.

**6. Wisconsin Law**

This Agreement shall be governed by and construed with the laws of the State of Wisconsin.

**7. Complete Agreement**

This Agreement represents the entire listing of the terms between the parties. This Agreement may be modified only in writing by an amendment signed by both parties.

**8. Endorsement**

By endorsing this Agreement, both the Volunteer and the City indicate that each has the authority to bind to the terms of this Contract.

BY: \_\_\_\_\_  
City of Kaukauna Date

BY: \_\_\_\_\_  
Volunteer Date

BY: \_\_\_\_\_  
Volunteer Date

