

TOWN OF CLEVELAND  
TOWN HALL RENTAL AGREEMENT  
For Reservations or questions call Custodian  
Julie Sippy 715-827-0148

Rental of the town hall is available on a per day basis to those persons twenty one (21) years of age or older who reside in the township. The hall may be used for thrift sales, flea markets, showers, funeral luncheons, and other miscellaneous events as approved by the town board.

The per day rental fee is \$75. A deposit of \$75 must be paid when reserving dates. The \$75 deposit will be refunded if all contract requirements, conditions of rental and renter responsibilities have been met and there are no damages.

The Custodian will inspect the hall within 48 hours after the key is returned. If any damages are found, the renter will be notified and will be liable. The town board will make the decision on penalty, repairs and damage fees.

If custodian desires, he/she may meet at hall with renter to do final inspection or may inspect at another time (before next rental and not to exceed 48 hours)

The renter may have access to the hall 24 hours before the desired use. If needed earlier, then the per day rental fee for that day must be paid. If needed, one additional day for cleanup will be allowed at no charge, on the condition that the hall has no bookings for the next day.

Time that final clean-up shall be completed shall be given in writing by custodian.

Renter shall leave keys on kitchen counter when final clean-up is complete.  
Renter shall not pass hall keys to next renter.

Cleaning supplies shall be located in cabinet at top of mop sink and kept out of reach of children at all times.

**RENTAL OF THE TOWN HALL INCLUDES THE FOLLOWING:**

- A. Tables and chairs (need to be put back as found)
- B. Garbage bags are provided. Garbage & Recycling are to be placed in town dumpsters
- C. Bathrooms will have paper towels, hand soap & toilet tissue provided
- D. Key provided for gate and entry doors.
- E. Picnic Pavilion & picnic tables (keep in pavilion)

**CONDITIONS OF RENTAL INCLUDE THE FOLLOWING:**

- A. no tape, nails, staples or tacks are permitted on walls
- B. no staples, nails or tacks are to be used on the tables
- C. no coffee grounds are to be put down the sink or toilet
- D. no animals are allowed on the premises
- E. All beverages (alcoholic and non-alcoholic) must be served in cans, plastic or Styrofoam cups. NO glass beverage containers and NO kegs may be served.
- F. Heat shall be set **NO HIGHER 75 degrees**  
Air conditioning shall be set **NO LOWER than 65 degrees**
- G. No fireworks or camp fires

**RENTER RESPONSIBILITIES FOR USE OF THE HALL**

- A. close & lock windows
- B. turn off fans & lights in town hall and picnic pavilion
- C. lock all doors
- D. turn thermostat to required setting
- E. sweep floors in hall & pavilion, vacuum rugs, clean kitchen & bathrooms
- F. remove garbage & recycling from town hall, picnic pavilion and grounds & put in appropriate dumpsters
- G. Lock gate by highway
- H. Return (clean) metal folding chairs to recycle shed if used

**FINAL CLEAN UP MUST BE COMPLETED BY:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

To be completed by renter:

QUESTIONS ??? Call Custodian Julie Sippy 715-827-0148

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Activity \_\_\_\_\_

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE TOWN HALL RENTAL AGREEMENT.**

\_\_\_\_\_  
RENTER

\_\_\_\_\_  
DATE

TO BE FILLED OUT BY TOWNSHIP REPRESENTATIVE

Rental date(s) reserved \_\_\_\_\_

PAYMENTS RECEIVED:

DEPOSIT: \$ \_\_\_\_\_ Ck # \_\_\_\_\_ DATE: \_\_\_\_\_ INITIAL \_\_\_\_\_

RENT FEE: \$ \_\_\_\_\_ CK# \_\_\_\_\_ DATE: \_\_\_\_\_ INITIAL \_\_\_\_\_

I have inspected the premises on (date) \_\_\_\_\_

Premises satisfactory (signed) \_\_\_\_\_

Deposit of \$75 refunded (initial) \_\_\_\_\_

PREMISES UNSATISFACTORY: Specify below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Check list - Renter Responsibilities

\_\_\_\_\_ A. close & lock windows

\_\_\_\_\_ B. turn off fans & lights – hall & pavilion

\_\_\_\_\_ C. lock all doors – hall & pavilion

\_\_\_\_\_ D. Adjust thermostat to required temperature

\_\_\_\_\_ E. sweep floors, clean kitchen & bathrooms – hall & pavilion

\_\_\_\_\_ F. clean grounds, place all garbage & recycling in dumpsters

\_\_\_\_\_ G. Leave keys on kitchen counter

\_\_\_\_\_ H. Lock gate by highway

\_\_\_\_\_ I. Return (clean) metal folding chairs to recycle shed(if used)