

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 to non-profit clubs and organizations provided that a person(s) twenty-one (21) years of age or older who resides in the township be signed on the rental agreement as the responsible person(s). This person must be directly involved in the club or organization and shall be known as the responsible party henceforth.

If the hall and/or grounds is to be used for activities other than a normal club/group meeting then details must be worked out with the Town Board prior to use.

A deposit fee of \$50 shall be paid by the designated responsible party prior to reserving the date of the first meeting. There shall be NO rent fee charged for monthly or weekly group meetings. The responsible party shall obtain a key from the custodian before each meeting and return the key at the end of each meeting. Scheduling of use for meetings shall be done with the custodian. Priority will be given to persons renting the hall for single day events.

All groups are expected to clean the meeting area, kitchen, bathrooms, etc and remove garbage at the end of each meeting. The town custodian will check the hall to make sure the area is cleaned, garbage removed and no damages evident. If unsatisfactory conditions are found, the responsible party will be contacted. If the custodian needs to do cleaning or if damages are found, the responsible party will be billed for charges incurred.

The \$50 deposit will be refunded to the responsible party at the end of the group's use of the facility 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 (before next rental and not to exceed 48 hours).

Rent agreement may be terminated by the Town Board at any time if conditions are not met.

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
- C. Lock all doors
- D. Turn thermostat to required setting
- E. Sweep floors, vacuum rugs, clean kitchen & bathrooms
- F. Remove garbage & recycling from 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 \$50 refunded (initial) _____

PREMISES UNSATISFACTORY: Specify below:

Check list - Renter Responsibilities

_____ A. close & lock windows

_____ B. turn off fans & lights

_____ C. lock all doors

_____ D. Adjust thermostat to required temperature

_____ E. sweep floors, clean kitchen & bathrooms

_____ 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)