



TOWN OF BARNES

TOWN HALL USE AGREEMENT

DATE OF USE: _____

PURPOSE OF USE: _____

HOURS Requested: _____ (includes set-up & clean-up times)

Name of Person or Organization: _____

ADDRESS: _____

PHONE: _____
Daytime Evening

The individual or organization in occupancy indemnifies and agrees to save harmless, the Town of Barnes, from any claims, demands, damages, action and causes of action of every kind or nature which accrues or have their inception during such individual's or organization's occupancy.

Signed: _____

Date: _____

Name of organization or group represented by above signature, if applicable:

- Key Given, Date: _____ Clerk Initials: _____
- Key Returned, Date: _____ Clerk Initials: _____

Any cost of physical damages to the hall, the replacement of any damaged equipment, or the cost of special clean-up required will be billed to the party (parties) using the hall on that date.

Sign-up and key arrangements can be made by calling the Town Clerk-Treasurer at **715-795-2782**, during regular office hours. **Keys should be deposited in the drop box located in front of the Town Office Building after locking the front door, or must be returned within 24 hours to the Town Clerk during regular Town Office hours.**

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The following regulations will apply to those that wish to use the hall. **The group or organization must file a request a minimum of 24 hours in advance of their requested date-of-use with the Town Clerk-Treasurer in order to verify that there are no other conflicts of use.** Groups or organizations that request multiple dates for the hall use need only to sign one agreement each year.

REGULATIONS

1. Reservations can be superseded by funerals.
2. Any person using the hall is responsible for the general welfare of the building and equipment. If the person makes a request for an organization, the responsibility then shifts to that organization using the hall.
3. Adult supervision is required at all times.
4. There will be no alcoholic beverages allowed in the hall at any time.
5. All tables and chairs must remain inside the hall at all times.
6. Town Departments and Committees are exempt from signing this agreement but are responsible for the following 3 terms of use, as are all those signing the agreements:
7. **Cleaning** – The person or group using the hall will be responsible for the following:
 - A. Tables and chairs are to be cleaned and put back in the proper locations.
 - B. Floors are to be swept; and stained or soiled area wiped up.
 - C. Kitchen counters, tables, sinks and appliances that have been used should be cleaned up and left in good order. Any other surfaces such as walls or woodwork should also be cleaned if spills or splatters have occurred.
 - D. Refrigerator/Freezer (if used): please remove and take all of your items.
 - E. Town Hall Dishes, if used, are to be cleaned. Use of the dishwasher is *not* permitted. Please take all personal dishes and equipment with you when you leave if possible, or indicate when they will be removed.
 - F. Bathrooms are to be left clean.
8. **Garbage** – Garbage is to be removed by the user. Small amounts may be put in the outside dumpster if available, but large amounts of trash should be taken to the Transfer Site for disposal. If there is garbage left you will be charged for its removal.
9. **Kitchen usage:**
 - A. Dish cloths and towels (if not providing your own) must be washed and returned to the hall within 7 days.
 - B. The kitchen phone is available for local calls only.
 - C. All appliances, lights, etc. should be checked to make sure they are turned off before leaving.
 - D. Check all doors to make sure they are locked before turning in keys.
 - E. The kitchen may not be used for meal preparation; it may be used only for heating and serving food.

BARNES TOWN HALL USE POLICY

(Revised December 2017)

This policy addresses the regulations for use of the Town Hall.
The Town Board may consider exceptions to any of these regulations.

1. Availability: The Town use of the rooms for official Town business is a first priority and the Town Board reserves the right to cancel a reservation if the room is needed for that purpose. A twenty-four hour notice will be given whenever possible. This right will not be exercised except in emergency situations. Final decision for use is subject to the approval of a Town Board member. Community use of the Town Hall will be assigned on a first-come, first-served basis to groups primarily serving the needs of the Community. Such groups may include:

- a. Civic improvement organizations
- b. Cultural and artistic groups
- c. School, service and social welfare groups
- d. Other groups not covered by exclusions

2. Exclusions:

- a. Programs intended to recruit persons for later fee-based programs.
- b. Activities/programs charging admission for attendance.
- c. Religious services.
- d. Group activities involving more than normal wear and tear on the meeting room.
- e. Labor groups.

Schedule of charges:

- \$75.00 Town Hall only
- \$100.00 Town Hall and Kitchen
- Fee exclusions include non-profit groups and public servants

In addition a \$100.00 security deposit for damage, cleaning and garbage is required. The loss of the Town Hall key is subject to loss of deposit fees. This needs to be in the form of separate check from your rental fee. (Some or all of this deposit may be refundable.)

- Note that if damages, cleaning or garbage left behind is more than \$100.00 you will be responsible for the additional amount owed.