

TOWN OF BARNES
TOWN HALL USE AGREEMENT

*There is no fee for the use of the Barnes Town Hall. However, the following regulations will apply to those that wish to use the hall. Groups or organizations that request multiple dates for hall use need only to sign one agreement each year. The group or organization **must file a request a minimum of 24 hours in advance of the date of use with the Clerk-Treasurer for that date** to be sure there are no other conflicts of use.*

REGULATIONS

1. Reservations can be superceded by funerals.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. There will be no dancing allowed in the hall. This is for the protection of the flooring.
6. All tables and chairs must remain inside the hall at all times.
Town departments and committees are exempt from signing this agreement but are responsible for the following along with those signing the agreements:
7. **Cleaning**-The person or group requesting use of 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. The refrigerators and freezers if used, should be cleaned out and emptied.
 - E. Dishes if used, are to be done. Use of the dishwasher is permitted. Please ask for any instructions on the use of the dishwasher and soap to be used, beforehand. 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 cleaned. Check for excess running of toilets before leaving the building.
8. **Garbage**-Garbage is to be taken out with you and small amounts may be put in the outside dumpster at the rear of the hall. Large amounts of trash should be put in Town of Barnes imprinted bags and 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.

Any cost of damages to hall, replacement of damaged equipment, or cost of special clean up of the hall 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 mail drop located alongside the outside office door after locking the front door or must be returned within 24 hours. .

