

**OFFICE USE ONLY:**

**RENTAL DATE** \_\_\_\_\_

Date Paid \_\_\_\_\_

\$ 75.00 Check No. \_\_\_\_\_

\$200.00 Check No. \_\_\_\_\_

\$200.00 Check Returned \_\_\_\_\_

# RULES FOR RENTAL OF VFW HALL

Our VFW Hall is available for use by town residents for meetings and social events. To make the VFW Hall available to as many people as possible, to curtail the cost to the taxpayers, and to keep the rental fees reasonable, we require everyone to follow these procedures when renting the VFW Hall. **\*\* Respect the Honor Wall. \*\* Do not cover up or move anything from the Honor Wall. \*\* All parking is first come first serve, do not block off any parking. \*\***

1. Cleanliness is of the utmost importance. All users are to clean up food and beverage spills. Tables should be cleared and wiped clean & put away in back room.
2. **The room must be left clean and neat when you leave. Garbage, recycling, and other waste should be removed from the building and placed in correct dumpsters. (In the summer they are located by concession stand)**
3. DO NOT sit on the tables. When moving tables and chairs, please carry them-do not drag. DO NOT stack chairs or tables against the Veterans Honor Wall. Tables are kept in back room, please put them back before you leave.
4. **DO NOT tape, tack or nail any decorations to the tables, ceiling tiles or tracks, walls, or woodwork. I will not use candles or sprinkle decorations of any type on the tables, counters, floors, etc. including little shapes or glitter. No abrasives should be applied to the floor for dancing.**
5. The Town Resident(s) renting the hall are responsible for any damage to the hall, grounds, or equipment.
6. Children should be supervised at all times.
7. **The rental period ends at 11:00 p.m. EVERYTHING MUST BE CLEANED UP AND CLEARED OUT BY 11:00 P.M.**
8. The hall rental fee is \$75.00. A security deposit of \$200.00 will be charged. **Rental dates are not confirmed until the rental agreement has been signed and rent and security deposit is paid.** Please send two separate checks, one for \$75.00 and one for \$200.00. The security deposit will be returned following the inspection of the hall by a town official. Town official will determine the standard for cleanliness. *Make checks payable to: Town of Freedom*
9. Any damage to property will be charged to **Town Resident(s)** listed below.
10. There will be no key to be picked up. Doors are programmed to the times you will be writing below. Please be accurate with times. We DO NOT want doors open longer than necessary.
11. Towels and dish towels will not be provided. The Town will provide cleaning materials (pails, mops, brooms, soap, etc.) which are in the furnace room.

**I am a Town of Freedom Resident & agree to all the rules and regulations as listed above & take full responsibility for this rental.**

**Renter** \_\_\_\_\_  
PRINT NAME ADDRESS

**Renter** \_\_\_\_\_  
SIGNATURE

**Phone** \_\_\_\_\_

**Planned Use** \_\_\_\_\_

**Open** \_\_\_\_\_ **Close** \_\_\_\_\_  
TIME TIME

**Return to: Town of Freedom  
P.O. Box 1007  
Freedom, WI 54131  
920-788-4548**

**Contact Person:**  
Colleen Laha – 920-915-6255 / 920-221-2039

## VFW HALL RENTAL CHECK-OUT LIST

ACTIVITY	COMPLETED
TABLES WIPED CLEAN	
TABLES PUT BACK IN ORIGINAL LOCATION	
CHAIRS STACKED AGAINST SIDE WALL (NOT MEMORIAL WALL)	
FLOORS SWEEPED AND ANY SPILLS WIPED UP	
KITCHENS DISHES CLEANED & PUT AWAY	
KITCHEN COUNTERS & APPLIANCES THAT WERE USED, WIPED CLEAN	
BAR WIPED CLEAN	
GARBAGE TAKEN OUT & PLACED IN CORRECT DUMPSTERS	
RECYCLING TAKEN OUT & PLACED IN CORRECT DUMPSTERS	
PERSONAL BELONGINGS CLEARED OUT	
LIGHTS TURNED OFF & DOORS WILL LOCK AUTOMATICALLY AT THE TIME WRITTEN ON THE FRONT OF PAPER	

## CLEANING PERSONNEL

NOTES:	
SIGNED:	
DATE & TIME:	