**Office Use Only: RENTAL DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

 **RULES FOR RENTAL OF FREEDOM TOWN HALL**

Our Town Hall is available for use by town residents for meetings and social events. To make the Town 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 Town Hall.

1. Cleanliness is of the utmost importance. All users are to clean up food and beverage spills. Tables should be cleared and wiped clean.
2. **The room must be left clean and neat when you leave. Garbage should be bagged and put in the closet.**
3. DO NOT sit on the tables. When moving tables and chairs, please carry them-do not drag. If you move tables and chairs, 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 PM. EVERYTHING MUST BE CLEANED UP AND CLEARED OUT BY 11:00 PM.**
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 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 will not be provided for cleanup. The Town will provide cleaning materials (pails, mops, brooms, soap, etc.) which are located in the closet/storage room (last door on the right side of 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**

**town hall Rental Check-Out List**

|  |  |
| --- | --- |
| **activity** | **COMPLETED** |
| Tables Wiped Clean |  |
| Tables Put back in original location |  |
| CHAIRS and table placed back where found |  |
| floors swept and any spills wiped up |  |
| kitchens dishes cleaned & put away |  |
| kitchen counters & appliances that were used, wiped clean |  |
| garbage taken out & PLACED in drain in closet |  |
| 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: |  |
|  |  |