

OFFICE USE ONLY:

RENTAL DATE _____

Date Paid _____

\$125.00 Check No. (Resident) _____

\$175 Check No. (Non-Resident) _____

\$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. A non-resident is allowed to rent at additional cost. 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 \$125.00/\$175.00. 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 \$125.00/\$175.00 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 **Renter(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 or paying an additional fee if I am not & 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 SWEEPED 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:	