

DAKOTA TOWN HALL RENTAL APPLICATION

Landlord: Town of Dakota, Waushara County, Wisconsin

Name: _____

(Responsible Individual)

Street & Mailing Address: _____

City & Zip Code: _____

Phone Number(s) _____

Date Requested: _____ / _____ / _____ Time(s): From _____ to _____

Approximate number of attendees: _____

What items/equipment will be brought onto the premises? _____

PREMISES: Town hall premises and grounds. The Town Board regularly meets the second Monday of each month. No activities will be scheduled on those dates, nor any dates when elections are conducted. Reservation requests must be received with payment by the Town Clerk at least one week prior to the next Town Board meeting. (Item must be listed on board's meeting agenda for approval.) No exceptions! Emergency situations or natural disaster approval may be granted by a special board session. The Town Board does not discriminate with regard to race, religion, sexual orientation or any other criteria prohibited by the Equal Protection Clause of the U. S. Constitution or any other Federal or State Law. Each application for rental of the Town Hall is reviewed strictly upon the basis of the information contained therein.

AS THE RESPONSIBLE PERSON FOR THE USER (INDIVIDUAL OR GROUP), I (WE) AGREE NOT TO HOLD THE TOWN OF DAKOTA LIABLE FOR ANY LOSS OR DAMAGE TO PROPERTY OR PERSON FROM THE USE OF THE DAKOTA TOWN HALL.

PARKING. Tenant shall park only in lawful, authorized, developed parking areas provided at the site. Parking shall not be harmful to vegetation or natural areas on site.

DEPOSIT. A prepaid amount shall be paid by any group, person or organization, and a portion may be returned whenever the facility is clean and undamaged after its use, the hall is left securely locked, and any key is promptly returned to the Clerk or designated town officer. The Renter will be notified if all or part of the deposit is kept to cover clean up, repair, or damage replacement costs. The contact person will be notified of any shortfall in the event cleanup or damage exceeds the deposit amount, and the Renter is liable for such deficits.

DONATION. Base donation of \$150 will be collected from any person or group for each time requested. This donation includes a \$50.00 refundable security deposit. In the case of a group that leaves the premises clean and without damage, the \$50.00 security agreement will be refunded on the receipt of the signed check list. The donation for each period of use, unless otherwise approved, will be collected prior to rental.

For not for profit – multiple days a month – Monday through Friday not to exceed 3 hours—donation will be \$200 per month with a \$200 security deposit the first month. If anything is broken or damaged cost will be taken from security deposit, which amount will be replenished after renter has been informed of the bill. Renter will be billed for anything that exceeds the deposit amount. Daily rentals and Town Business will take precedence over monthly renters with no reduction in monthly rental rates. The reduction to only 2 days a week for an extended time will be at a rental rate of \$100 per month. One month notice of reduction will be required.

Monthly rental agreement may be terminated by board at anytime without reason. In the event of termination by board, monthly rental fee will be prorated and refunded.

BAD CHECK CHARGE. The clerk shall add \$30.00 to any dishonored check when collecting from any person. When any person has previously defaulted on payment or lost the deposit due to cleanup or damage, no new rental shall be approved until any past debt is securely paid by cash, cashier's check, postal money order or other secure means, and the current rental is similarly paid.

PURPOSE. The hall is available for social gatherings, or meetings of organizations whose use would not adversely affect the Town by legal action or claim.

ALCOHOL, DRUGS. Only lawful use of beer, wine and soft drink beverages are allowed on premises. No other controlled substances are permitted. No alcohol sales or exchanges for value are allowed. Landlord accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests or other attendees.

HOURS. The parties shall vacate the premises by 11pm, unless specific overnight stay permission is previously granted by the Town Board for a valid reason such as a youth camp out. Ordinarily, an extension on time for a party would not be considered a valid reason.

MAINTENANCE. The key is to be obtained from the Town Clerk. The key is not to be duplicated. Renter shall return the key as soon as possible or leave it in a prearranged location. A lost key will result in Renter being charged for having the lock rekeyed. Renter shall turn off lights and remove all garbage from building and grounds. Renter shall wash and wipe countertops, sinks, etc. and flush the toilets when leaving, be certain all faucets are turned off and sweep or mop floors as necessary. Renter shall return the thermostat to original setting if adjusted and return chairs and tables to storage area. No smoking is allowed in the town hall. No open flames other than candles floating in glass dishes are allowed.

ADMINISTRATION. The Town Board has authorized the clerk to execute this lease for Landlord. If the clerk is uncertain whether the Renter fits within the permitted terms, or if the Renter wishes to appeal any clerk decision, the Town Board shall rule on the issue at its nearest regularly scheduled meeting where the item is timely placed on the agenda. Both the Clerk and the Town Board have the right to demand full completion of an application form for a new or unknown group whose purpose is not clear.

DECORATION. Renter shall not permanently or temporarily affix any object by nailing, screwing, bolting, or other means that will damage the building or its components in any way, either by weakening, marring or negatively affecting the appearance thereof. Tape or other means, when no problem is created, are acceptable. No painting or staining on walls, ceiling or window alteration is allowed.

ANIMALS. Only service animals will be allowed on the premises.

WAIVER. Renter understands that use of the town hall is a Renter's risk. Landlord does not provide consistent supervision, though a town official may enter the premises to check the site as a condition of this lease during, shortly before, or soon after an event. Condition of the premises is not guaranteed, and Renter is expected to provide maintenance during the event so as to prevent or correct any hazard that may arise.

IN CASE OF EMERGENCY, PLEASE DIAL 911

You may also contact the following Town Board members if there is an emergency during the authorized use of the town hall:

Bobby Bandt 765-2524 Gary Grenier 787-3959 Barb Struzynski 787-3990

Teri Kubasta 787-7050

Mail check and application to: Town of Dakota
W8106 Chicago Road
Wautoma, WI 54982

Signature of Applicant: _____

This application may be revised at a later date without notice.