

RULES AND REGULATIONS
TOWN HALL RENTAL
Town of Caledonia

The Town Hall is available for social gatherings, or meetings of organizations.

The appropriate amount due for rental is prepaid with the security deposit being refundable to any group, when the facility is left clean and undamaged after use. Renter will be charged an additional \$35 for any dishonored check. If Renter has previously defaulted on payment, or lost the deposit due to unclean or damage, no new rental shall be approved until cash, cashier's check or postal money order securely pays all past debt.

The hall must be securely locked, lights turned off, garbage removed, and key returned appropriately. The Parties shall vacate the premises by 8 pm. Furnace must be turned back down to 60 degrees, or the air conditioner turned up to 80 degrees depending on the season.

The renter will be notified if all or part of the deposit is kept covering clean up, repair, or damage replacement costs. The refund will be mailed after the next Regular Board Meeting of the Town Board, following the rental date (normally the 3rd Wednesday of the month).

Parking is available only where permitted – no parking in grassy areas or areas harmful to vegetation.

No alcohol sales are allowed on Town property. The Town accepts no responsibility for the effects of alcohol or other drug use by Renter, its members, guests, or other attendees.

No smoking is allowed inside the Town Hall. Ashes, butts, and debris must be removed by Renter.

Renter understands that use of Town Hall is at Renter's risk. The Town does not provide consistent supervision, though a Town Board Member or Clerk may enter the premises to check the site as a condition of this rental agreement shortly before, or soon after an event. Condition of the premises is not guaranteed, and Renter is expected to call a board member or provide maintenance during the event to prevent or correct any hazard that may arise.

1. Set up tables and chairs - tables should not be dragged or leaned. Leave set up when finished. The table/chair rack must stay in the storage room.
2. Tables and chairs cannot be used outside. Furnish your own supplies for serving and cleaning supplies such as paper towels, etc. Toilet paper, hand towels and hand soap are provided.
3. All chairs, tables, counters, and refrigerators must be cleaned prior to leaving.
4. **Decorations can be hung on the bulletin board. No additional hooks/nails may be put in. No thumb tacks or tape on walls. Only painter's tape can be used.**
5. No Town Hall items can be removed from the building.
6. All garbage must be picked up and taken with you when leaving, if not removed you will be charged for the cost of removal (minimum \$25/bag) of the items left behind.

7. Make sure things are picked up on the outside and around the perimeter of the building, including grass.
8. Dry mop all floors (kitchen, bathrooms, and main room). No wet mopping any spills must be wiped up with paper towels.
9. No rice, confetti, glitter, or water beads may be used in the building.
10. No candles burning in the building.
11. No use of any power strips.
12. All people should be out by 8 pm.
13. Doors are kept closed and unlocked while in use.
14. If damage to the building exceeds deposit, the renter will be billed the difference between the deposit and additional charges needed to repair the damage.

Rental Rates

	Resident Rental	Non-Resident Rental	Refundable Cleaning Deposit
Maximum (6) hours use between 10 am - 8 pm	\$250.00	\$750.00	\$250.00
Benefits	\$50.00	\$100.00	\$250.00
Lost Key	\$75.00	\$75.00	

Rentals must be booked a minimum of one month in advance. No multiyear reservations. Rentals will be a first come first serve basis. All cancellations must be made 30 days prior. Reservations are not transferable to another party.

No tenants may charge admission for use of the facility.

Every renter is required to make the cleaning deposit whether there is a rental fee or not.

All deposits will be returned within a week of the next regular town board meeting, after the building has been viewed by a board member, to insure it has been properly cleaned, items removed such as trash, and no damage to town hall property.

Renter and renter's invitees must comply with all Town and County ordinances and state laws. No unlawful activities may take place on Township property.

Date of Use: _____

Cost of Rental: _____ Deposit: _____

Signature of Renter: _____

Signature of Board Member or Clerk: _____