

AGREEMENT FOR USAGE OF THE TOWN OF WEST BEND TOWN HALL

1. The cost of the usage of the Town of West Bend Town Hall will be:
 - a. Monthly Usage Town Residents \$150.00 per year, \$100.00 Deposit
 - b. Town Residents: Small Room (less than 12 people) -\$15.00, Large Room \$75.00, \$100.00 Deposit
 - c. Non- Residents: Small Room (less than 12 people) -\$25.00, Large Room - \$150.00, \$100.00 deposit.
 - d. Governmental entities of the Town: \$100.00 Deposit for usage for large room –refundable if all in order after the meetings.
2. The Town Hall will be left in the same condition as it was in when meeting or function started and vacuumed if needed.
3. All chairs will be put back to original places they were found.
4. All lights will be turned off.
5. Check any lights in the restrooms and make sure no water is running (toilets, urinal, sink etc.
6. Thermostats will be locked and not touched
7. There will be no consumption of alcohol or smoking on the premises
8. Key will be returned the following day after the meeting or function or time arranged with Clerk or Deputy Clerk
9. If key not returned or lost the organization will be assessed a fee for re-keying the locks
10. If lights left on or water running the organization will have a fee deducted from their deposit or assessed a fee
11. All decorations must be approved prior to using them. There will be no usage of tape, staples, tacks or nails.
12. The Town will not be held liable for any injuries that are incurred while using the premises.

Name of Organization: _____

Print name of key holder or responsible party: _____

Signature of key holder or responsible party: _____

Dated: _____

Signature of Clerk or Deputy Clerk: _____