

Stanford Town Hall Rental Policy

Recognizing that the Town Hall and its grounds belong to the community, the Town Board encourages the use of the Town Hall for the benefit of the residents, but not to interfere with any municipal operations of the community. The Town Hall is a building designed to provide facilities for government meetings, civic meetings, and residential use (private parties, garage sales, etc.). The Town Hall does not have a bathroom however there is an outhouse on the South side of the Town Shop that you may use.

RESERVATIONS

The Town Clerk will maintain a calendar. All requests will be made through the Town Clerk and approval will be given on a first request basis. Early notification of cancellation is appreciated.

A signed agreement and deposit shall be filed with the Town Clerk before the required use of the Town Hall. The Town Hall will only be rented to residents currently residing within the Town of Stanford. The Town Board/Clerk will give approval. The Town Board reserves the right to cancel a scheduled use of the Town Hall in the event of an anticipated or past violation of any rule, regulation, law, or when security or safety may be an issue of concern.

Reservations will be canceled if the full appropriate fee is not received two business days before requested date.

FEES

Fees are charged in order to offset ongoing maintenance/heating costs for use of the Town Hall.

- ❖ 4-H Groups - No fee, however you are welcome to volunteer in any way to help in the upkeep of the Town Hall. If any of the general Rules and Regulations are not followed, future access may be denied or fines imposed
- ❖ Residential and other users – **\$25.00 per day (or) \$50.00 per day whenever heat or extra electrical use is required.** A security deposit of \$50 must be included with the appropriate fee at least two days before use. The \$50 security deposit (or a portion of) will be refunded to you, after completion of inspection and return of the key. A refund check will be issued and mailed to you immediately after the next Town Board Meeting. Any unscheduled cleanings and pumping of the Town's port-a-potti will be at the expense of the renter.

GENERAL RULES AND REGULATIONS

❖ SUPERVISION

Applicants must provide sufficient supervisors, chaperones, and crowd control to satisfy the Town Board that the event will be controlled. It shall be the responsibility of the applicant to make sure the members of the group or organization using the Town Hall is aware of the rules and policies as set forth.

❖ SMOKING POLICY

Smoking is not allowed in any part of the Town Hall.

❖ ALCOHOL CONSUMPTION

The consumption of alcoholic beverages or illegal drugs is not permitted with any function held in the Town Hall or grounds.

❖ DECORATIONS

Decorations, wall hangings, presentation materials, or any other items may not be taped, stapled, glued or in anyway fastened or adhered to any walls, windows, ceilings or fixtures, unless approval is given by the Town Board.

❖ CLEAN-UP POLICIES

There is a Refrigerator, Microwave and coffee pot available for you to use. Facility must be left in the same condition and format as when the group or individual took responsibility for the premises. The user will be responsible for all damages to the

building, appliances and furniture and any extra cleaning. Under no circumstances will any furniture be removed from the Town Hall.

All floors are to be swept and mopped. Countertops and tables must be wiped clean. Bag up and take all garbage with you when you leave.

Facility left in a manner requiring cleaning will be sufficient reason to bill the utilizing individual or group to cover these added expenses. If the Town Hall is repetitively left in an unacceptable manner, you will no longer be permitted use of the Town Hall.

❖ **LIGHTS/DOORS**

On departure, double check to make sure both doors are securely locked. Do not touch the heater settings

❖ **SPECIAL CONDITIONS FOR USE OF FACILITY**

Any misrepresentation on the application shall void any use of the facility.

❖ **OTHER REQUIREMENTS**

All Town Ordinances or other local, county, state or federal regulations that are relevant shall apply.

***ANY VARIATION TO THE ABOVE RULES MUST BE
APPROVED BY THE TOWN BOARD.***

NON-DISCRIMINATORY USE

All individuals and organizations utilizing the Stanford Town Hall will maintain compliance with all existing Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal American with Disabilities Act.

LIABILITY

For and in consideration of the use of the Town Hall, any person or group using it hereby agrees to hold the Town of Stanford harmless from any and all actions, suits, relating to its use of such facility. Further, such person or group agrees to reimburse the Town of Stanford for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facility by such use.

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Requested date(s) and time(s):

Date(s) _____ Time(s) _____

AUTHORIZED KEYHOLDER:

Name: _____

Address: _____

Phone No.: _____

It is understood that no keys will be given to anyone other than the above-designated person.

4-H groups must contact the Town Clerk when a new leader/key holder is appointed or meeting day or time changes.

The above listed "Authorized Key holder" hereby agrees to abide by all of the terms listed in the Town Hall Rental Policy.

Signed: _____

For (Group): _____

Date: _____

Town Board/Clerk signature: _____