

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: Tax Payers \$150.00 per year, \$100.00 deposit
 - b. Tax Payers: Small Room (less than 12 people) \$15.00, \$100.00 deposit
 - c. Tax Payers: Large Room (12+ people) \$75.00, \$100.00 deposit
 - d. Governmental entities of the Town: \$100.00 deposit for usage of large room.

Deposits refundable if all in order after the meeting/function
2. The Town Hall will be left in the same condition as it was in when meeting/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/function or at a time arranged with the Clerk or Deputy Clerk.
9. If key is not returned or lost, the organization will be assessed a fee for rekeying of the locks.
10. If lights are 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: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Date: _____ Deposit Paid: \$ _____ Usage Paid: \$ _____ Ck#/Cash _____

Signature of Clerk or Deputy Clerk: _____