

# TOWN OF MARION

N1279 COUNTY ROAD Z  
WAUTOMA, WI 54982-5900  
920-566-2818  
townofmarion@outlook.com

## TOWN HALL APPLICATION

NO for-profit activities can be held at Town Hall

Name of Applicant or Organization: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Date of Use: \_\_\_\_\_ / Day of Week: \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

Type of Event to be held: \_\_\_\_\_

Number of people at Event: \_\_\_\_\_

What items will be brought into the hall for the Event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_ \$50.00 + \$2.75 tax for Hall Rental & \$50.00 Security Deposit  
TOTAL AMOUNT DUE \$102.75 with Application

\_\_\_\_\_ Non-Profit Organization – Asking for No Charge Approval

Paid to Clerk: Cash \_\_\_\_\_ Check#: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Refund: Amount \$ \_\_\_\_\_ Check#: \_\_\_\_\_ Date : \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Clerk

## **RULES AND REGULATIONS FOR THE USE OF THE TOWN HALL**

1. Only property owners and residents of the Town of Marion may use or rent the Town Hall.
2. Lake Associations, District Associations, and the 4-H may use the town hall for meetings at no cost. However, the organization must present a written application to the Clerk at least two weeks before the board meeting preceding the event. (In the event of an emergency, arrangements can be made with Board representative.) The organization will be billed \$50.00 if all rules are not adhered to.
3. All other organization or individuals who wish to rent the hall must present a written application, together with a deposit of \$102.75, to the clerk at least two weeks before the board meeting preceding the event so that it can be put on the agenda for that meeting. \$50.00 will be refunded if all the rules on page 3 of the form are adhered to. If the function requires use of hall for more than one day, additional charges may be added, depending on time used.
4. An appointed individual will open the door at the time listed on the application. The refund will be returned only if it is determined that all of the rules have been complied with and the check is approved at the following Town Board meeting.
5. The Clerk and Applicant will date and sign the application at the time of deposit. A duplicate copy of the signed rules will serve as the receipt of deposit.

## RULES AND REGULATIONS CONTINUED

**There is to be no smoking or alcohol in the building. If you or any of your guests violate this rule, you will forfeit your \$50.00 refund and you will lose all future privileges in using or renting the hall.**

1. Turn off all lights except security light when leaving hall.
2. Set thermostat to 50 degrees when leaving. Set no higher than 75 degrees during use of hall.
3. Toilets must be flushed, and all faucets must be turned off.
4. Sweep all areas that were used including the rest rooms.
5. Vacuum rug.
6. Bring your own garbage bags and take all garbage with you.
7. If food is served, all countertops and tables must be washed and wiped clean. Place all hot appliances on the countertop, not on the tables.
8. Bring your own towels and utensils.
9. If any town dishes, coffee maker, etc. are used, they must be washed and returned to where you found them.
10. Windows must be closed and locked if you opened them.
11. Outside doors must be locked.
12. \$5.00 will be deducted from \$50.00 refund for each violation of rules.

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Signature of Applicant                      Date  
(To be signed at time of Application)

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Signature of Applicant      Date  
(To be signed after checking Hall  
after the Event. Leave signed copy  
on top of Microwave in Kitchen)

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Signature of Clerk                      Date

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Signature of Town of Marion      Date  
Person checking Hall after the Event