

# Rules & Regulations for Use of Town Hall

The Town Hall of the Town of Adams, located at 1980 11th Avenue, Friendship, WI 53934, shall be available for private or non-profit groups for social, governmental, or educational meetings or events upon the following terms and conditions approved by the Town Board.

1. No use of the Town Hall shall be scheduled or permitted, which will conflict with any governmental activity of the Town of Adams. Scheduling shall be on a first-come, first-served basis upon filing a completed application form in addition to compliance with any other Town requirements.
2. The maximum capacity limit is 80 people
3. Rental fee for the Town Hall is \$25.00 for Town residents and \$50.00 for non-residents. Non-profit groups shall be exempt from rental fees. A deposit that mirrors your rental fee is required for all rentals. We use the deposit fee to repair any damages or to clean up excessive mess that has been left behind.
4. The area of the Town Hall permitted to be used shall include the large gathering room in the Town Hall (hereinafter "Big Hall"), kitchen area, and restrooms. The Town employee office area shall be unavailable for use.
5. An Application for Town Hall use shall be completed and signed by the responsible party from the user group and submitted to the Town Clerk before the requested use date unless waived by the Town Board.
6. The applicant shall abide by all state laws. The applicant shall also abide by all rules and regulations established by the Town, including fire safety regulations and parking regulations. It shall be the responsibility of the applicant to obtain any necessary permits or licenses. Any Town of Adams employee or agent has the right to enter the premises at any time.
7. Alcohol is not allowed on the premises. Smoking is prohibited.
8. No changes to the physical appearance of the Town Hall shall take place without the approval of the Town Board. Please do not apply tape to walls or ceilings unless it can be fully removed when the activity concludes. Please do not hang decorations from light fixtures.
9. The user group is responsible for leaving the Town Hall in a respectable condition. Cleaning supplies are in the utility room located off of the kitchen. Please do the following:
  - a. *Clean up messes*
  - b. *Wipe down tables*
  - c. *Return tables and chairs to their original position*
  - d. **Take all of your trash with you when you leave**
  - e. *Prop open bathroom doors, unplug appliances, and turn off lights and fans*The Town of Adams will use the security deposit to offset any damages sustained or any extra time needed to clean and restore facilities to a satisfactory condition.
10. The Town Board reserves the right to reject any rental application that conflicts with these Rules & Regulations.
11. The Town shall not be liable for any injuries, death, or property damage arising out of the use of the above-described facilities, and the user agrees to hold the Town harmless. The Town is not responsible for any articles left, lost, or stolen on the premises.

## Report any damage to:

Miranda Christensen ([608\) 339-9607](tel:6083399607) or [townofadamsclerk@gmail.com](mailto:townofadamsclerk@gmail.com)

If you are interested in renting the Town Hall, please complete a Town of Adams Rental Application. Please mail the application and two checks, one for the rental fee and one for the deposit, to the address listed on the application. We need to receive these three items to reserve the Hall for your event officially. Once received, we will contact you with an access code to the Town Hall. You will use this access code to gain entry for your event. After your event is complete, please make sure the door shuts and locks behind you.

The Town of Adams will shred your deposit check following your event, provided the Town Hall did not sustain any damages. If you would like the check returned via mail, please write that specifically on the application. The check will be returned within one week following your event.

Thank you for your cooperation,  
-Miranda Christensen, Elected Clerk  
Town of Adams

# Town of Adams

## Application for Use of Town Hall

One day rental fee for Town of Adams Resident \$25.00  
One day rental fee for Non-Resident \$50.00  
One day rental fee for Non-Profit \$0.00

Security Deposit \$50.00  
Security Deposit \$50.00  
Security Deposit \$50.00

### Please Print

Town of Adams Resident  or Non-Resident  or Non-Profit  (Please check one)

Name of User/Group: \_\_\_\_\_

Name of Responsible Individual: \_\_\_\_\_

Responsible Individual Address: \_\_\_\_\_

User/Group Mailing Address (if different from above): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type of Function: \_\_\_\_\_  
\_\_\_\_\_

The undersigned, on behalf of the above-named group (if applicable), hereby applies for the use of the Town of Adams Town Hall. The undersigned is subject to the Rules & Regulations for use of the Town Hall, a copy of which can be obtained from the Town Clerk.

Signature: \_\_\_\_\_

### **Once completed and signed, please mail the Agreement and two checks (rental fee and deposit) to:**

Town of Adams  
Miranda Christensen – Clerk  
PO Box 801  
Friendship, WI 53934

Please be sure to include separate checks made payable to the Town of Adams for the **rental fee** and for **the security deposit**. The security deposit will not be processed provided the Hall has not sustained any damage during your rental period. The security deposit will be shredded unless otherwise requested in writing.