

NEPEUSKUN TOWN HALL RENTAL REGULATIONS

RECOMMENDED MAXIMUM CAPACITY: 60

Property owners of the Town of Nepeuskun may sign for use of the Town Hall for family oriented functions. 4-H meetings (no charge for 4-H type meetings), etc. For application forms and available dates, contact Jim Heise at (920) 312-0522 . Rental is on first come, first served basis.

FEES AND DEPOSITS:

\$50.00 Actual Hall Rental Fee

\$50.00 Damage Deposit required to be placed with the Town

REFUND:

\$50.00 **If** hall is left in satisfactory condition

- > **THE NEPEUSKUN TOWN HALL AND ITS PREMISE SHALL REMAIN ALCOHOL FREE.**
- > The Nepeuskun Town Hall shall remain a SMOKE FREE BUILDING. Smoking outside will be permitted. Cigarette butts shall be placed in waste container provided for this purpose.
- > Anyone who loses a key shall be responsible to compensate the town for the cost of re-keying the building and replacement of all keys then issued or in possession of the town.
- > If retention of deposit is not sufficient to cover loss, Applicant will be held responsible to reimburse the Town for such loss. This could include a special tax assessment if not paid otherwise.
- > The telephone in the kitchen will be available for local phone calls only (361-, 294-, 987- or 566- numbers). Any long distance calls will be the responsibility of the Applicant.
- > Parking will be on the gravel lot only, until it is full.
- > A refrigerator, range, and microwave are available for your use. **NOTE: this kitchen is for WARMING or REHEATING food only, not for preparation of food.**
- > If decorations are used, they must be hung with Adhesive Mounting Putty, and they are to be removed immediately following the event.
- > Only **old** tables and chairs may be taken outside the building.
- > The Town Hall and Grounds must be left in same orderly condition in which it was found. You have a key to the janitor's room for broom and vacuum cleaner for accidental spills.

BUILDING CONDITIONS WHEN LEAVING ARE: All lights turned off. Toilets flushed and all faucets turned off. All inside and outside garbage removed. If used, all countertops, tables and chairs, town dishes, utensils, coffee maker are washed and returned to where you found them. Any towels used, laundered and returned.

The person responsible shall be the last one out and shall make sure all windows are closed and locked and all outside doors are closed and locked. You may leave the key on the kitchen counter when you leave or return it to the person you got it from.

Nepeuskun Town Board