

# TOWN OF METOMEN

## HALL RENTAL RULES & REGULATIONS

All parties wishing to rent the Town Hall must present a written application with their deposits to the Clerk. For application forms, rules and regulations sheet and available dates, contact Clerk Cindy Sheskey at 920-346-5866 or 920-291-7743. Rental of the Town Hall is on a first come, first served basis

### **FEES & DEPOSITS:** (Per day charges)

Separate checks are to be written to: **Town of Metomen**

\$50.00 - **Residents or Property Owners** of the Town of Metomen

\$100.00 - **Nonresidents** of the Town of Metomen

\$100.00 - Damage Deposit ***required by all***

Nonprofit organizations may petition the Town Board for waiver of fees.

### **REFUND:**

The \$100.00 damage deposit will be refunded **IF** and when it has been determined that the hall was left in satisfactory condition and all rules and regulations were complied with.

*There is to be **NO smoking or pets** in the Town building or on its premises. If you or any of your guests violate this rule, you will forfeit your refund and you will lose all future privileges in using or renting this facility.*

- You need to make arrangements with the Clerk for a time when you can pick up a key and instructions on returning the key.
- 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.
- Absolutely **NO** tape or nails are allowed on any walls for decorating purposes. You may tape to windows or tables **ONLY**.
- 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.
- Absolutely **NO** furniture is to be taken outside of the building.
- A refrigerator, microwave and coffee maker are provided for your use. There are special areas in the meeting room for the use of electrical appliances, please ask.
- During the winter, the thermostat may not be set any higher than 70 degrees and ***reset*** to 60 degrees upon leaving.
- During the summer, thermostat ***must*** be set to 80 degrees upon leaving.
- Bring your own garbage bags and take all garbage with you.
- The Town does **not** provide towels or utensils, bring your own.
- The Town Hall and Grounds must be left in same orderly condition in which it was found. You have access to a vacuum cleaner and broom; please use prior to leaving the building.

### **CHECKLIST UPON LEAVING BUILDING:**

\_\_\_\_\_ If food served, are all countertops, tables, chairs and coffee maker washed, wiped clean and returned to where you found them?

\_\_\_\_\_ **All** garbage generated, bagged and removed from the Town Hall and Grounds?

\_\_\_\_\_ Toilets flushed and **all** faucets turned off upon leaving?

\_\_\_\_\_ Thermostat reset?

\_\_\_\_\_ All areas used, including the rest rooms, swept or vacuumed prior to leaving?

\_\_\_\_\_ All lights turned off?

\_\_\_\_\_ All windows closed and locked?

\_\_\_\_\_ All outside doors closed and locked?

\_\_\_\_\_ Key returned?

\_\_\_\_\_ Initials of person renting the Town Hall indicating that you are responsible, have read the above rules and regulations, and agree to abide by them.