

****KEEP THIS SHEET****

MORRISON TOWN HALL / COMMUNITY CENTER RENTAL RULES AND REGULATIONS

Please contact **Joy Koomen, 920-660-8767** or **Colleen Magley, Clerk, 920-864-2388** to make arrangements to have the town hall open for the time of your event. The west door to the Town Hall/Community Center will be opened; also, the doors to the supply room (cleaning supplies), storage room (tables, chairs, etc.) and the furnace room (breaker box).

Alcohol: Renter is responsible for abiding by the rules and regulations of the State of Wisconsin in regard to any aspect of alcohol use.

Cleaning: Renter is responsible to complete the cleaning of the Community Center following the activity held. Cleaning supplies, brooms, mops, garbage bags, etc, are in the supply room at the end of the hall by the bathrooms.

- Floors swept and mopped for spills (use ¼ cup vinegar to 1 gallon water), rugs vacuumed
- Tables & chairs returned to original positions (Wipe them off) **DO NOT DRAG TABLES ACROSS THE FLOOR**
 - Restrooms checked, toilets flushed, wastebaskets empty, clean restrooms, if necessary, supplies are located in supply room
 - Renter will need to furnish his/her own dishcloths. Kitchenette sink & counters wipe down
 - Garbage bags under the sink. Take all recycling and solid waste bags with you
 - Ensure all cigarette butts are picked up outside
 - Ensure all lights are off. Return both thermostats to original settings
 - Lock front door from the inside and side entrances. Lock & exit out the door to the west (Door by hallway to bathrooms)
 - Make sure you wipe out the refrigerator and return it to the original setting
 - Unplug the microwave (Wipe out any spills)
 - Wipe off counters
 - Wipe out sinks
 - Make sure all **water faucets are turned off**

Commercial Use: Any commercial use of the building is subject to Town Board approval & charge

Discipline: Renter is responsible for discipline inside & outside of the Community Center. Parking or driving on the lawn, fireworks, loud music and or disruptive activities are prohibited.

Decorations: There will be **NO decorations put on ceilings, walls or woodwork at any time. NO tape, thumb tacks, etc is to be used on walls, ceiling or wood trim.**

Fees: Rental fee deposit must be paid in advance. Separate checks, payable to the Town of Morrison are required. Following the final inspection, security deposit checks will be returned provided the terms of the rental contract are abided by. Cancellation of rental 7 days prior to a scheduled activity and cancellations due to inclement weather will result in a full refund of the rental fee.

Exempt Organizations: Exempt from rental fees will be 4-H Clubs, senior Citizens groups, Bloodmobile, other groups upon review with the Town Board.

Lost or Stolen Items: The Town of Morrison shall not be responsible for lost & stolen items

Smoking: Smoking in the Town Hall/Community Center is prohibited

Snow Removal: If not already done, the renter will be responsible for snow removal from the entrances & walks during the rental.

MORRISON TOWN HALL

ATTENTION: RENTER IN CHARGE: \$ 250.00 SECURITY DEPOSIT WILL NOT BE REFUNDED UNLESS THIS COMPLETED FORM IS RETURNED AND THE COMMUNITY CENTER PASSES THE FINAL INSPECTION

UPON ARRIVAL

You may adjust the temperature to your Comfort level.

AT COMPLETION OF YOUR ACTIVITY

***If not completed you will be charged as follows:**

_____ Vacuum rugs; **\$ 10.00***

_____ Return tables & chairs to their original

Position- 5 tables may remain standing. **DO NOT drag tables across the floor**

Chairs should be moved with the chair dolly to avoid scratching the floor;

_____ Wipe off all tables, chairs, & counters; **\$10.00***

_____ All decorations removed; **NO** tape, thumb tacks, etc. are to be used on the walls, ceilings or wood trim; **\$50.00***

_____ Floors should look the same as when you arrived; Mops & cleaning products are in the utility closet; garbage bags in the cupboard **\$65.00***

_____ All toilets and urinals flushed- Bathrooms clean, wastebaskets empty; **\$65.00***

_____ Refrigerator cleaned up and wiped out; **\$10.00***

_____ Counters & sinks cleaned (kitchen and restrooms); **\$10.00***

_____ Drinking fountain wiped out; **\$10.00***

_____ Recycling & Solid Waste taken with you (including bathrooms) **\$10.00***

_____ Thermostats reset to original positions;

OUTDOOR ACTIVITIES INCLUDED

_____ All garbage/recyclables/cigarette butts are to be picked up and taken with you; **\$10.00***

_____ Side door locked

_____ Lights out (Hall, utility closet)

_____ Lock front entry door

RENTER - NAME/ADDRESS/PHONE NUMBER

DATE:

TOWN OF MORRISON
RELEASE AND HOLD HARMLESS AGREEMENT

DEFINITIONS:

TOWN: Town of Morrison, Brown County, Wisconsin

Client: The undersigned representative, on their own behalf and behalf of its assigns, employee's agents, representatives and successors.

The Activity: Use of the facilities and related equipment

Injuries: Includes, but is not limited to any physical or mental injury, ailment, infirmity, deficiency, sickness or disease.

Losses: Included, but not limited to: damage to or destruction of property; loss of use of property; past and future lost income or profits; past and future expenses for any care or treatment including hospitalization, medical care and treatment; scars and disfigurement; past and future disabilities; past and future loss of services, society and consortium and any incidental or consequential expenses damages or losses associated with this definition.

The Client agrees to release and hold harmless the above named Town and its employees, representatives, officers, directors, trustees, successors and agents from liability for any and all claims, demands, actions and causes of action which any person may now have or may hereafter have, arising out of related to, connected with, in consequence of or on account of all injuries, property damage, losses and/or other damage, resulting or to result, directly or indirectly, whether developed or underdeveloped, accrued or unaccrued, to Client, Town, and any other person, arising from the negligence, including any act or omission, of Client, Town or any other person in connection with the Activity.

Further, Client expressly agrees to indemnify and hold harmless the Town against any and all liability for damages on account of injury, including death to any persons including Client, Town or any other person, or damage to property of any person including Client, Town or any other person, resulting from or arising out of or in any way connected with the Activity, and which may result from negligence, including any act or omission, of Client, Town or any other person or any combination thereof. In addition, Client agrees to reimburse Town for all costs, expenses and loss incurred by Town in consequence of any claims, demands, and causes of action, whether meritorious or not, which may be asserted against Town on account of the Activity. Client further agrees to pay any costs, including reasonable attorney fees, that may be incurred by Town in enforcing this indemnity agreement.

In making this release and hold harmless agreement, Client is not relying on any representations or statement made by Town or any of its representatives or employees.

Client covenants that it will never institute any action or suit against Town for any losses arising out of in any way related to the activity.

The undersigned has read this Release and Hold Harmless Agreement, knows and understands its contents, represents and warrants that he or she has full authority to execute this document on behalf of Client, and signs that as his or her own free act.

CLIENT: _____ Address/Phone
number _____ DATE: _____

TITLE: _____ (IF ANY)

WITNESS: _____ DATE: _____

TITLE OR RELATIONSHIP TO CLIENT _____