

APPLICATION FORM FOR USE OF TOWN OF WINNECONNE HALL

DATE OF EVENT FOR HALL USE _____

NAME OF GROUP OR INDIVIDUAL _____

PHONE # _____ DATE OF APPLICATION _____

ADDRESS _____

TYPE OF EVENT TO BE HELD _____

NUMBER OF PEOPLE EXPECTED TO ATTEND _____

WILL BEER OR WINE BE SERVED? _____

SIGNATURE OF RESPONSIBLE PERSON _____

ADDRESS: _____

FEE CHARGED:

Hall Use \$ 50.00
Deposit \$ 100.00
Total Due \$ 150.00

CHARGE CARDS NOT ACCEPTED

PLEASE MAKE CHECKS PAYABLE TO:
"Town of Winneconne"
REMIT TO: Town Clerk
Town of Winneconne
6494 County Rd. M
Winneconne WI 54986

Deposit will be returned to the responsible party after the next regular Town Board meeting if the hall is left in satisfactory condition after the event.

(For office use only)

Date submitted to clerk _____

Date of Deposit _____

CONDITION OF BUILDING Satisfactory _____ Unsatisfactory _____

Date Checked _____ by _____

Date of Refund _____

Amount of Deposit to be withheld _____

Reason for withholding _____

Signature of Clerk _____ Date _____

REGULATIONS FOR USE OF WINNECONNE TOWN HALL

The Town of Winneconne Town Hall will be made available, with Town Board approval, for use of the following persons or entities at the times and on the terms set forth below:

1. WHO MAY USE. The building and grounds can be available to the following:

A. Adult residents of the Town for occasional functions such as showers, picnics, and other non-commercial social gatherings. For purposes of this section a resident is defined as a qualified elector. The intention is to make the property available for those occasional events that by their nature or because of the number of persons attending could not conveniently be held at a private residence. Because of the desirability to keep the Hall available for those functions mentioned herein, it is intended that it not be used for regularly scheduled, frequently recurring events.

B. Governmental agencies such as planning commissions, fire departments, and other organizations relating to government.

C. "Bona fide" clubs, fair associations or agricultural societies, churches, lodges, societies or veterans organizations that have been in existence for at least six (6) months when sponsored by an adult resident of the Town as defined in sub-paragraph A above. For purposes of this sub-section the term "bona fide" is defined as being authentic, genuine, done or made in good faith, sincere. "Club", is defined as a group of people organized for a common purpose and meeting regularly.

If a municipal official or the Town Board has a question about whether an applicant qualified a bona fide and has been in existence for at least six (6) months, the following written documentation should be requested:

- (a) Confirmation that the organization has been in existence for at least 6 months prior to the application
- (b) A list of the officers.
- (c) A copy of the bylaws or purpose for organization.
- (d) Information about the holding of regular meetings.

A partnership or business corporation is not an eligible applicant. For example, the operator of the partnership or business corporation, unless applying as a member or officer of a bona fide club, lodge or society, etc. would not be eligible to rent the Town Hall.

2. WHEN AVAILABLE The Hall can be made available between the hours of 8 A.M. and 11 P.M. for such periods of time as the Town Board deems appropriate.

3. RESERVATIONS AND CANCELLATION OF RESERVATIONS BY TOWN. Persons wishing to use the Town Hall must submit a written request to the Town Clerk by completing a request form furnished by the Town Clerk. The request must be submitted no more than six (6) months prior to the date requested and no later than one (1) week prior to the regular Town Board meeting immediately preceding the date requested. The Town Board, Town Chairperson or Town Clerk may cancel, limit, or otherwise modify any permission for use previously granted as is deemed reasonably necessary to accommodate business of the Town or any entity thereof.

4. DEPOSIT. Except as hereafter set forth, all applications for use must be accompanied by a \$150 deposit. The amount refunded to applicant, if any, shall be returned the month following hall use. Town bills are regularly paid the 4th week of the month and must be approved by Town Board. Deposit refunds shall be treated as a Town bill. All rentals are tentative until receipt of the deposit by the Clerk.

Government agencies, not located within Winnebago County, such as planning commissions, fire departments and other organizations related to government shall pay the \$50 non-refundable portion of the deposit but shall not be required to deposit the additional \$100.

Agencies located within Winnebago County and bona fide clubs etc. as defined in Section 1C above, having Town of Winneconne members participating, shall be exempt from the fee entirely. All agencies and clubs shall promptly upon being billed, reimburse any clean-up expenses or repairs that the Town incurs.

5. MAINTENANCE The Town Hall and grounds MUST BE LEFT IN THE SAME ORDERLY CONDITION IN WHICH THEY WERE FOUND. The refrigerator, stove and sink may be used. Perishable items of any kind are not to be left in the refrigerator. Stove and oven are to be turned off. Garbage is to be removed from premises. IT CANNOT BE INCINERATED AT THE BUILDING OR LEFT FOR DISPOSAL AT THE BUILDING. If the premises are left in satisfactory condition, \$100 of the deposit will be returned to the applicant.

6. SIZE OF GROUP AND USE RESTRICTIONS. No more than 225 persons may attend any authorized function. No INTOXICATING LIQUOR allowed on the premises. BEER AND WINE MAY BE SERVED WITHOUT CHARGE, but shall not be sold.

7. RESPONSIBILITY OF KEYS. It is the applicant's responsibility to contact the Town Clerk prior to the function to make arrangements to pick up the keys. Keys may not be picked up earlier than one day before the function and must be returned the day following, according to arrangements made with the Town Clerk. Notwithstanding the above provisions, governmental agencies which meet at the Town Hall regularly at least as often as once per month may be issued one key to be retained as long as they continue to meet at the Town Hall.

All keys are issued at the pleasure of the Town. Anyone holding a key to the building shall return it within 48 hours of a request from the Town Board, Town Chairman or Town Clerk. Duplicating keys is prohibited. 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.

8. DECORATING. No decorations or other items may be attached to the walls, doors, ceilings or other parts of the building. Decorations need to be removed from the premises immediately following the event.

9. TABLES AND CHAIRS There are several large tables and chairs available for use. They may be used, but must be put back where they were found when the event is over. The "forum" which the Town Board occupies for meetings shall not be moved.

10. OUTSIDE OF BUILDING AND GROUNDS During the warmer months the outside grounds are available, in the discretion of the Town Board, for use in conjunction with the inside of the building. Again, the grounds must be left in neat condition; i.e., paper, cups, etc., picked up. The tables and chairs must be left in the building and may not be used outside.

11. SMOKING Absolutely NO SMOKING is allowed within the municipal building. Smoking is allowed on the grounds.

12. NO ANIMALS other than those assisting handicapped persons shall be allowed in the building or on the grounds.

13. VARIANCES. All variances from the above regulations and rules shall be approved by the Town Board and shall be granted only in very unusual situations where for some reason that would not ordinarily be contemplated the application of the rules to the particular tenant or event would create an undue hardship and where the granting of the request would not be detrimental to the Town or any of its residents.

These policies are in compliance with the Town Ordinance.