

TOWN OF RIPON

HALL RENTAL RULES & REGULATIONS

All parties wishing to rent the Town Hall must present a written application, certificate of insurance (proof of homeowner's insurance) together with their deposits to the Clerk. For application forms, rules and regulations sheet and available dates, contact Clerk Cindy Beier at 920-748-6687 or 920-748-2019. 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 Ripon**

\$100.00 - **Residents** of the Town of Ripon

\$125.00 - **Nonresidents** of the Town of Ripon

\$50.00 - Damage Deposit ***required by all***

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

REFUND:

The \$50.00 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. Alcohol will be allowed in single serving cans or bottles only. Absolutely NO kegs or hard liquor allowed. 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**.
- Certificate of Insurance (proof of homeowner's or renters insurance) is **required** when renting the hall.
- 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.
- No confetti, bird seed or rice is allowed in the meeting room.
- The Town Hall and Grounds must be left in same orderly condition in which it was found. You have access to a vacuum cleaner, broom, dust pan and mop & pail; 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 and have read the above rules and regulations and agree to abide by them.