

TOWN OF HARTLAND - - TOWN HALL RULES & REGULATIONS

The town hall may be rented to town residents or nonresidents by contacting the Town Chairman, Bob Woldt at (715) 758-8998. Rental fees must be paid in advance.

Town Resident: \$ 75 per day
Nonresident: \$ 150 per day
Security deposit: \$75.00 (Town Resident)
\$150.00 (Nonresident)

Please make out two separate checks and pay to the order of Town of Hartland; one for the security deposit and one for the resident fee owed; the security deposit check will be sent back if there are no damages or extra cleaning needed after inspection.

RENTER’S RESPONSIBILITIES:

1. CLEAN THE BUILDING THOROUGHLY AFTER USE: including the hall, kitchen and bathrooms, sweeping and mopping the floor and vacuuming rugs and the floor. Broom, mop and vacuum cleaner are in the furnace room. Please be sure to check the grounds and pickup all litter from the yard.
 - A. If additional cleaning is found to be necessary after renting the hall, the security deposit check will be used to cover expenses for cleaning.
 - B. Renter is responsible for any unreasonable damage. Please note any potential problems prior to use. If there is any unreasonable damage to the hall or its contents while being rented, the person renting the hall is responsible and will be billed for the actual cost of repairs.
2. There is a midnight curfew.
3. Remove ALL GARBAGE from the premises, including bathroom waste containers. Bags are provided.
4. Be sure toilets are flushed.
5. Be sure all windows are closed.
6. Check to see that all lights are turned off and doors are locked.
7. Heating months – Set BOTH thermostats at 55 degrees when leaving the hall.

The Hartland Town Hall is a Public Government Facility – NO SMOKING is allowed.
Failure to following rules may result in a PARTIAL refund of security deposit and/or loss of hall use.

TOWN’S RESPONSIBILITY: The Town of Hartland is not responsible for any equipment, supplies, materials, clothing or other items brought to the town hall or transported to the town hall property by any group or individual using the hall.

LIABILITY: The Town of Hartland does not assume any liability on groups or individuals attending functions at the town hall.

The person(s) signing this form has permission to use the town hall and shall be responsible for conforming to conditions set forth above.

I (we) have read and understand, the rules and regulations for use of the Hartland Town Hall.

Signed: _____

Address: _____

Phone: _____

Date: _____ Rental Date: _____