

**TOWN OF CENTER - FACILITIES RENTAL
RULES FOR RENTING THE MUNICIPAL HALL AND PARK PAVILION**

1. The person renting the facilities **MUST BE A RESIDENT and PROPERTY OWNER** in the Town of Center and over 21 years of age.
2. The rent for using the facilities must be paid by a town resident. Rentals will be on a first-come, first served basis. The charge for rental is \$75.00 for the Hall and \$25.00 for the park. A security deposit equal to the rental amount must be paid with a separate check and enclosed with the rental payment. If the facilities are left in a condition not satisfactory to the Town Board or their authorized agent, the security deposit will be forfeited. The security check will be returned to the renter if the premises are left in good order 10-14 days after the event. The person renting the facilities will be responsible for any damage to the building(s) or equipment.
3. Exempt from charges will be non-profit organizations benefiting Town of Center residents or other government entities as established by Town Board. All other requests or commercial use must be approved by the Town Board.
4. Rental of the facility will be accepted only 1 year in advance of the date. *i.e today's date is April 10, 2012, the facilities may be rented now and up to April 10, 2013.*
5. The facilities need to be left in the condition as when you arrived.
 - a. All garbage should be removed from the premises and placed in the dumpster on the east side of the fire garage. New bags will be supplied by the Town.
 - b. Dust mop, broom and other supplies for cleaning can be found in the kitchen.
 - c. The refrigerator, microwave and stove are to be clean.
 - d. Tables & chairs are to be clean and returned to same setup as you found them.
 - e. No decorations are allowed on the ceilings. Blue painter's tape is only allowed on the walls and woodwork, no scotch tape, thumbtacks, etc. are allowed.
6. No standing or sitting on tables. No standing on chairs at any time.
7. The Town is not responsible for articles lost or stolen.
8. There is **NO SMOKING** allowed in the Municipal Buildings.
9. No dogs/pets allowed in the building and park. Service dogs exempt.
10. No person(s) should be in the office(s) or fire station unless accompanied by an authorized person.
11. Capacity limit - 120 seating capacity, 286 maximum capacity per fire code
12. Keys to the building need to be picked up and returned as directed on the reservation form.
13. All doors are to be locked when you leave. Failure to secure the building resulting in property damage will be the renter's responsibility.

The reservation form must be signed by the Town of Center resident reserving and paying the rental of the facility.

--- PLEASE KEEP THIS COPY FOR YOUR REFERENCE ---

The key can be picked up and returned at: W4538 County Road S, the day of the event.
(located in the white mailbox up by the door of the house)