

Caledonia Town Hall Rental Policy

The Town Hall is available for daily rental for the following purposes:

- 1) Government Meetings, defined as any unit of government not sanctioned by the Town Board
- 2) Public Meetings, defined as meeting which are open to the public at no cost and are comprised of primarily Caledonia residents
- 3) Charitable Benefits and Fundraisers, defined as sponsored by a Caledonia resident and a minimum of 80% of funds raised are donated to a tax exempt charitable entity and as otherwise authorized by the Town Board
- 4) Private Gatherings, defined as invitation-only events or closed membership groups, composed primarily of Caledonia residents

A Rental Contract, Security Deposit, and Rental Fee shall be required as follows:

- 1) Government Meetings: Rental Contract required, \$75 hall deposit, \$0 rental fee, with opportunity to request the Town Board waive deposit. Deposit returned at end of rental, as recommended by town maintenance after post-rental inspection.
- 2) Public Meetings: Rental Contract required, \$75 hall deposit, \$0 rental fee, with deposit cashed upon receipt and returned at end of meeting or end of calendar year for groups with recurring rentals, as recommended by town maintenance after post-rental inspection.
- 3) Charitable Benefits and Fundraisers: Rental Contract required, \$75 hall deposit, \$0 rental fee; with deposit returned at end of rental, as recommended by town maintenance after post-rental inspection.
- 4) Private Gatherings: Rental Contract required, \$75 hall deposit, \$75 rental fee, with deposit returned at end of rental, as recommended by town maintenance after post-rental inspection.

Scheduling for the Town Hall will be on a first-come, first-served basis. A rental is not considered confirmed until a rental agreement and all applicable fees are received by the Clerk. Scheduling for Government Meetings will take president over all other scheduling. The Town reserves the right to alter dates, times, and/or availability as needed due to conflicts with official Town business or unforeseen circumstances.

Annual schedules for recurring meeting rentals shall be submitted to the Town Clerk on or before January 15th of each year.

To reserve the Town Hall:

1. Contact the Clerk at (608) 742-4801 or caltown@caltown.org to confirm availability of the date
2. Print the Town Hall Rental Agreement from the Town's website, or pick up a copy from the Town Hall during office hours
3. Read through and ensure that you agree and will comply with all rules on the Rental Agreement
4. Return completed rental agreement and applicable fees to the Clerk.
5. A letter confirming the rental will be sent along with the Clean-Up Checklist, to be completed at the end of rental to comply with steps to receive a refund of the deposit.
6. Deposit will be returned after the property has been inspected by town maintenance following the rental.

All users must comply with the following:

1. Smoking is not permitted in the Town Hall or on the grounds.
2. Alcohol consumption is not permitted in the Town Hall or on the grounds.
3. All advertising of events held at the Town Hall must state "this event is not sponsored by the Town of Caledonia"
4. Deposit will be returned after completion of rental if Clean-Up Checklist is completed, signed and left at the Town Hall, and inspection by town maintenance shows there has been no loss or physical damage to the Township property, and the property has been properly cleaned per checklist.
5. If inspection show the property has loss or damage, the deposit will be used in whole or part to repair or replace damaged property.
6. If inspection shows the property was not properly cleaned, as determined by the sole discretion of the Town Board, \$20.00 per labor hour plus cleaning supply costs to properly clean the property will be withheld from the deposit refund.
7. If the deposit does not cover the cost to repair and/ or replace damaged property and/ or to clean the property at the rates listed above, the person signing this agreement agrees to be personally liable for all such costs in excess of the deposit. In addition, the person signing this contract agrees to personally reimburse the Township actual and reasonable expenses, including attorney fees, which the Township may incur in enforcing this agreement.
8. Renter agrees to hold Township harmless for any damages or expenses Renter may incur as a result of errors, omissions, or conflicts in scheduling for the use of the Town Hall which result in the Renter not being able to use the property with short notice or no notice to the Renter.