

CENTER TOWN HALL

1. Please call Devona Udulutch @ 876-6265 to check the availability of the town hall and to reserve the date you would like to rent it.
2. Please fill out the form below and mail it along with a check for **\$75.00** made payable to the **Town of Center** prior to the rental date or the town hall will not be opened. Please mail the check to:

**Devona Udulutch, Clerk
Town of Center
7416 W. Mineral Point Rd.
Janesville, WI 53548**

Renter: _____

Address: _____ Phone #: _____

Date of Rental: _____ Time to be Opened: _____

RESPONSIBILITIES OF RENTER:

1. 24 hours before hall rental call Devona Udulutch @ 876-6265 to confirm time the town hall will be opened.
2. Renter is responsible to do the following:
 - **Leave the facility as clean how it was found, place chairs and tables back where they were**
 - **Garbage taken with renter as there is no trash pick-up at the hall**
 - **To return all 3 thermostats to the temperatures posted by them**
 - **To turn off all lights**
 - **FOR LOCKING ALL THE DOORS PRIOR TO LEAVING**