

## PROCEDURES AND RULES FOR FACILITY RENTAL

**Individuals and Organizations wishing to use the Town of Merrill Facilities shall:**

1. Complete a Rental Agreement Form & Indemnification & Hold Harmless Agreement.
2. Submit the required fee and security deposit at the time of application.
3. Accept the rental hours of operation as 7:00 am until 12:00 am midnight.
4. Use only approved decorations and hangers provided. Do not use any mounting screws, tacks, tape, or nails of any kind. Glitter of any kind is strictly prohibited. Use of glitter will result in loss of security deposit.
5. No smoking is allowed in the building. Smoking is allowed outside in designated areas.
6. Fireworks or firework displays of any kind are strictly prohibited on town property.
7. Provide sufficient adult supervision, a person 21 years or older, at all times.
8. Do not stand or sit on tables and do not stand on chairs. Do not remove tables, chairs, or any other town property from the hall. Do not take any furnishings outside.
9. Clean and restore facilities to at least as good as condition as they were when usage began. Remove all trash inside and outside of the building and place it in the container provided. The security deposit will be withheld accordingly if there is damage to the facility, missing town property, or significant cleaning required.
10. Park only in designated areas.
11. Alcoholic beverages are allowed but are subject to state and local ordinances. A bartender licensed in the State of Wisconsin is required if alcohol or liquor is at an event. This is the responsibility for the person that signed the rental agreement.
12. The cancellation policy for cancellation of rental is as follows:
  - a. **ALL CANCELLATIONS MUST BE RECEIVED IN WRITING.**
  - b. There will be a \$30 administrative fee for all cancellations.
  - c. 90 days or more before the event will be a full refund (rental fee & security deposit, minus \$30 administrative fee).
  - d. 89-45 days before the event will be security deposit refund only minus \$30 administrative fee.
  - e. 44 days or less before the event no refund.
  - f. The date the written notice of cancellation is received by the Town of Merrill will be the official date of cancellation.
13. No pets allowed on the premises.
14. It is the renter's responsibility to contact the Town Clerk to pick up the key no sooner than three days prior to the rental unless otherwise indicated on your rental form copy. The key can be picked up at the Town of Merrill Community Center during regular office hours. Call 715-536-4383. NOTE: CALLING FOR A KEY DURING NON-OFFICE HOURS OR ON A WEEKEND IS NOT AN OPTION. Please plan accordingly.
15. Absolutely no driving or parking on any grass areas. All vehicles driving to the rear of building to unload (including beer trucks & caterers) need to stay on paved areas only.
16. Do not brace doors open during the event. Air conditioning is operating, and utility bills will be assessed to determine if doors were left open during an event. Excessive utility costs will be deducted from the security deposit.