

## **TOWN OF MILTON: Application for Use of Town Hall**

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ to \_\_\_\_\_ # of attendees: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **REGULATIONS:**

1. The Town Hall shall not be let to any "For Profit" commercial organization without approval of the Town Board.
2. The Town Board has delegated permission to the Town Chairperson to authorize the use of the Town Hall for non-profit community groups to use.
3. No organization, group or individual shall be permitted to use the Town Hall unless an approved Application for Use of Town Hall is on file with the Town Clerk prior to the date of use.
4. All meetings shall be completed and all people out of the Town Hall by the time indicated above and no later than 9:00 p.m.
5. No intoxicating beverages may be served or consumed or otherwise be brought into the Town Hall or onto the property and no persons under the influence of intoxicating beverages shall be permitted in the Town Hall.
6. No smoking is allowed in or around the Town Hall.
7. Persons or groups using the Town Hall are responsible for ensuring the Town Hall is maintained in its original condition.
8. Following use of the Town Hall, town hall users must return all chairs and tables to their proper place, bag up any garbage or recycling and take it with them, sweep the floors and vacuum the carpet.
9. It is your responsibility to make sure the door is locked after use. Keypad locks may be locked by pressing and holding the checkmark button on the lock. You may need to press a key to light up the lock before long pressing the checkmark.

### **INDEMNIFICATION AND LIABILITY AGREEMENT**

The undersigned certifies that he or she is a duly authorized agent of the above-named not-for-profit organization and is authorized to execute this indemnification agreement on behalf of the above-named organization. The above-named organization wishes to utilize the facilities of the Town of Milton, specifically the Town Hall, on the date and time stated above. In consideration of permission granted to the undersigned by the Town of Milton to use the Town Hall for activities engaged in by the above-named organization, the undersigned agrees to indemnify and hold harmless the Town of Milton from and against any and all damage to property or injuries to or death of any person(s) and to defend, indemnify and hold harmless the Town of Milton from any and all claims, demands, suits, actions or proceedings of any kind of nature, of or by anyone whomsoever, in any way resulting from or arising out of activities conducted by the undersigned on Town of Milton Property. The user in no way construes the use of the Town of Milton facilities as the Town of Milton's endorsement of an organization, its programs, its objectives or the viewpoints it represents. The signature below indicates that the undersigned, on behalf of the organization he or she represents, has accurately described the event and its needs, that he or she has read and understands the regulations regarding use of the Town of Milton facilities, that he or she accepts responsibility for all Town of Milton facilities and/or equipment use and accepts the liability clause above. The undersigned agrees to promptly pay for any damage to Town of Milton equipment and/or facilities and will remove all materials and equipment brought on or into the facility at the conclusion of the event for which the agreement is given.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to Kalene Engel, Town Clerk; [clerk@townofmiltonwi.gov](mailto:clerk@townofmiltonwi.gov)

### **TOWN OF MILTON USE ONLY**

\_\_\_\_ Request approved. List any additional conditions of approval/directions: \_\_\_\_\_

\_\_\_\_ Request denied. Reason denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Bob Platteter, Chairperson Date

Keypaid # issued: \_\_\_\_\_ on \_\_\_\_\_ (date) to \_\_\_\_\_ by \_\_\_\_\_