Rental Policy, Wabana Town Hall

The Wabana Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing resident access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. It is understood that residents may plan a community activity that may involve participants paying for a service provided by an outside vendor (an example might be having lunch catered or asking someone to come teach a skill to a group of primarily residents). Because the Wabana Town Hall is a public facility, it is not intended to be the main place of business for either residents or non-residents. Supervisors will review requests for use of the town hall that are for profit to make a determination if the proposed activity provides a service to the community. The Wabana Board of Supervisors has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired.

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise, or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

In the event of an emergency, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

All users must contact the Wabana Township Clerk and be provided with the proper information and rental documents pertaining to using the hall.

The Wabana Town Clerk has full authority to make decisions concerning the activities listed in this policy and will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

Signing a rental agreement is required by the person to be held responsible for the use of the facility. Upon signing the rental agreement, he/she acknowledges and accepts responsibility of the rules and the rental fees explained in the rental agreement form.

**TYPES OF APPROVED ACTIVITIES**

* Town Board meeting
* Elections
* Reunions
* Senior Groups
* Anniversaries, Graduations, Birthdays
* Wedding or Baby Showers
* 4H Groups, Campfire Girls, Boys Scouts and other Non-Profit Groups
* Wedding Receptions and Dances
* Church Services/Activities
* Political Groups
* Funeral Receptions
* For-Profit Activities as approved by the Clerk or the Board of Supervisors

**Rental Fees: Resident Non-Resident**

Non-Profit No Charge\*\* (Donations encouraged) $50\*\*

For-Profit\* $10 per day\*\*\* $60 per day\*\*\*

\*See above for acceptable use description.

\*\*Residents must leave a $50 damage deposit with Clerk, to be returned if hall is left in good order.

\*\*\*Non-residents must leave a$100 damage deposit with Clerk, to be returned if hall is left in good order.

In the event of a “hardship” the board reserves the right to make allowances to offer the facility at a reduced fee.

Use of grounds surrounding Town Hall are free; if building is not used, there is no charge.

Rental Contract, Wabana Town Hall

**General Guidelines for the use of Wabana Town Hall**

* I am the primary user of the Town Hall and I understand that I must be present during the use of the facility and I will be in charge of activities during the time of the lease.
* I understand that the use or sale of alcoholic beverages is not permitted on township property.
* I understand that smoking is not allowed in the town hall building.
* I understand that firearms, knives and similar instruments with the potential to cause bodily harm are not permitted on or near the premises without prior approval of the Clerk or the Town Board of Supervisors.
* I understand that animals, with the exception of necessary service animals, are not permitted in the town hall building.
* I understand that any person signing a rental agreement must be 21 years of age and assume the responsibility and liability for damages to the Wabana Town Hall (ordinary wear and tear excepted). I am at least 21 years old.
* I assume the responsibility for cleaning the building and equipment used for my event.
  + All tables and counters used must be wiped down with bleach water provided and found in spray container in kitchen.
  + All floors must be swept and vacuumed as needed before leaving.
  + All pans and dishes used must be cleaned and returned to cupboards.
  + All trash must be removed by renter.
  + All towels and dish cloths used must be left in the sink in the kitchen.
  + Return thermostat to original setting (60◦)
* I understand and agree to abide by all the rules listed above.
* I understand that I am monetarily responsible for any damage to the premises over and above normal wear and tear.
* I understand that I may not remove any equipment from the town hall and I must not let any other person or group remove equipment from the hall.
* I understand that all youth activities must be under adult supervision.

Name of Primary Resident/Group renting facility:

Contact Name for Group:

Contact Phone Number:

Date(s) of use**:** Time(s) of use:

Purpose Facility will be used for:

It is understood and agreed that the renter and/or chaperones assume full responsibility for any damages to the building and furnishings

during the hours of rental. HOLD HARMLESS: I hereby release the Township, its officers, directors, employees and agents, to the full

extent permitted by law from all claims of every kind, direct, consequential or otherwise; including loss of life, personal or bodily injury,

arising directly, or indirectly, out of or from my use of the Hall and its facilities. I also agree to defend and indemnify the Township free

and harmless from any and all such claims, and all costs and expenses, including reasonable attorney’s fees, in any way relating thereto.

This indemnification and hold harmless provision shall survive the termination of this Agreement and/or use of the Wabana Town Hall.

Signature(s) of renter(s) Date

Signature of Wabana Town Clerk Date