

APPLICATION FORM FOR RENTAL OF TOWN OF OREGON HALL
(Town of Oregon RESIDENTS ONLY)

DATE & TIME OF RENTAL _____

NAME OF GROUP OR INDIVIDUAL _____

ADDRESS _____

HOME PHONE # _____ CELLPHONE # _____

TYPE OF EVENT TO BE HELD _____

NUMBER OF PEOPLE EXPECTED TO ATTEND _____

WILL THERE BE ALCOHOL OR DANCING? YES *(Additional Deposit of \$50 required)* NO

SIGNATURE OF RESPONSIBLE PERSON _____
This person has read and agrees to the "Regulations for Use of Oregon Town Hall" provided.

DATE _____

FEES CHARGED:

Hall Use \$100.00

Deposit \$50.00 *(additional \$50 if alcohol or dancing)*

Deposit is due when reserving date, Hall Use

Fee is due when picking up the key.

(CREDIT CARDS NOT ACCEPTED)

CHARGE CARDS NOT ACCEPTED

PLEASE MAKE CHECKS PAYABLE TO:

"TOWN OF OREGON"

REMIT TO: Town of Oregon

1138 Union Road

Oregon, WI 53575

Deposit Policy:

1. The deposit check must be from an Oregon Town resident who will be the responsible party.
2. The deposit check will be returned via mail within 5 business days following the event, provided the hall is left in satisfactory condition.
3. The key must be returned on the first business day following the event.

(For office use only)

Date Application Received _____

Date of Deposit _____ Deposit Amount _____

Key Pick Up Date _____ Key Return Date _____

CONDITION OF BUILDING Satisfactory _____ Unsatisfactory _____

Deposit Fee Refunded YES NO Date of Refund _____

Amount of Deposit to be Withheld _____

Reason for Withholding _____

Signature of Clerk _____ Date _____

REGULATIONS FOR USE OF OREGON TOWN HALL

The Town of Oregon Town Hall will be made available for use of the following persons or entities at the times and on the terms set forth below:

1. WHO MAY USE. The building and grounds can be available to the following:

A. Adult residents of the Town for occasional functions such as showers, picnics, and other non-commercial social gatherings. **For purpose of this section a resident is defined as a qualified elector.** The intention is to make the property available for those occasional events that by their nature or because of the number of persons attending could not conveniently be held at a private residence. Because of the desirability to keep the Hall available for those functions mentioned herein, it is intended that it not be used for regularly scheduled, frequently recurring events.

B. Governmental agencies such as planning commissions, fire departments, and other organizations relating to government.

C. "Bona fide" clubs, fair associations or agricultural societies, churches, lodges, societies or veterans organizations that have been in existence for at least six (6) months when sponsored by an adult resident of the Town as defined in sub-paragraph A above. For purposes of this sub-section the term "bona fide" is defined as being authentic, genuine, done or made in good faith, sincere. "Club", is defined as a group of people organized for a common purpose and meeting regularly.

If a municipal official or the Town Board has a question about whether an applicant is qualified as bona fide and has been in existence for at least six (6) months, the following written documentation should be requested:

- (a) Confirmation that the organization has been in existence for at least 6 months prior to the application
- (b) A list of the officers.
- (c) A copy of the bylaws or purpose for organization.
- (d) Information about the holding of regular meetings.

2. WHEN AVAILABLE. The Hall can be made available between the hours of 8 a.m. and 11 p.m. on weekends (Saturday and Sunday) and 4:30 p.m. and 11:00 p.m. on weekdays (Monday thru Friday). Hall rental is further limited to only those times it is not being used to accommodate business of the Town or any entity thereof.

3. RESERVATIONS AND CANCELLATION OF RESERVATIONS BY TOWN. Persons wishing to use the Town Hall must submit a written request to the Town Clerk by completing an application furnished by the Town Clerk. The request must be submitted no more than six (6) months prior to the date requested and no later than one (1) week prior to the date requested. The Town may cancel, limit, or otherwise modify any permission for use previously granted as is deemed reasonably necessary to accommodate business of the Town or any entity thereof.

4. DEPOSIT. Except as hereafter set forth, all applications for use must be accompanied by a deposit. **The deposit check MUST be from an Oregon Town resident who will be the responsible party.** The deposit refunded to an applicant, if any, shall be returned via mail within 5 business days following the event, provided the hall is left in satisfactory condition. All rentals are tentative until receipt of the deposit by the Clerk.

5. SIZE OF GROUP AND USE RESTRICTIONS. The Hall has a capacity of 135 persons. Alcohol may be served if additional deposit fee is paid.

6. RESPONSIBILITY OF KEY. The key will be available for pick up during normal office hours. The applicant should pick up the key no later than two days prior to rental. The key must be returned the following business day. Notwithstanding the above provisions, governmental agencies or other groups which meet at the Town Hall regularly at least as often as once per month may be issued one key to be retained as long as they continue to meet at the Town Hall.

All keys are issued at the pleasure of the Town. Anyone holding a key to the building shall return it within 48 hours of a request. Duplicating keys is prohibited. Anyone who loses a key shall be

responsible to compensate the Town for the cost of re-keying the building and replacement of all keys then issued or in possession of the Town.

7. MAINTENANCE. The Town Hall and grounds **MUST BE LEFT IN THE SAME ORDERLY CONDITION IN WHICH THEY WERE FOUND.** The refrigerator, stove, microwave and sink may be used. Town of Oregon items have been stored in the vegetable drawers of the refrigerator, please use open shelving. Perishable items of any kind are not to be left in the refrigerator. Stove top and oven are to be turned off. Trash needs to be bagged and placed near back door. The building caretaker will dispose of it. Extra trash bags are located in the lower cabinet to the left of the sink. Remember to Recycle. The floor must be swept after the event. Brooms can be found in the cleaning supplies closet to the far left of the sink. There are also additional cleaning supplies in the closet if needed for a spill. **If the premises are left in satisfactory condition, the entire deposit will be returned to the applicant.**

IMPORTANT: The electrical outlets to the left of the stove are on one circuit; to the right of the stove is a second circuit. The south wall (windowed wall) is on a third circuit. **DO NOT** plug more than 2 electric roasters (“Nesco’s) into the same circuit or use the microwave in junction with one due to the significant power draw. The circuit box is **NOT** located in the town hall.

8. TABLES AND CHAIRS. There are 6 (six foot) tables and 75 chairs available for use. They must be wiped clean and put back in the storage closet when the event is over. Tables need to be lifted and not dragged on the floor.

9. TELEPHONE. The telephone is for Local Calls **ONLY.** Press Line 1 and then dial 9 to obtain an outside line, then dial the number. Long Distance calls are not permitted.

10. DECORATING. No decorations may be taped to the ceiling tiles, but can be taped to the metal sections only. All ceiling decorations and tape are to be removed. Items on the walls and countertops relating to Town business may **NOT** be moved or removed. Decorations need to be removed from the premises immediately following the event.

11. UTENSILS, COFFEE POT & PUNCH BOWL. There are utensils in the drawers between the sink and stove. The 30 cup coffee pot is under the sink. The punch bowl is in the large cabinet between the stove and microwave. All these items are available for your use, but please see that they are wash, dried and put away.

12. OUTSIDE OF BUILDING AND GROUNDS. During the warmer months the outside grounds are available, at the discretion of the Town Board, for use in conjunction with the inside of the building. Again, the grounds must be left in neat condition; i.e., paper, cups, etc., picked up. The tables and chairs must be left in the building and may not be used outside.

13. SMOKING. Absolutely **NO SMOKING** is allowed within the municipal building. Smoking is allowed on the grounds.

14. NO ANIMALS. Other than those assisting handicapped persons shall be allowed in the building or on the grounds.

15. VARIANCES. All variances from the above regulations and rules shall be approved by the Town Board and shall be granted only in very unusual situations where for some reason that would not ordinarily be contemplated the application of the rules to the particular tenant or event would create an undue hardship and where the granting of the request would not be detrimental to the Town or any of its residents.

Please refer to IN CASE OF AN EMERGENCY located next to telephone in Town Hall when renting the hall.

Adopted on February 5, 2008 by the Oregon Town Board.

CHECKLIST

Please complete the following checklist to ensure return of entire deposit:

- Perishable items are removed from refrigerator.
- Decorations and tape are removed.
- Table and chairs are wiped clean and put back in storage closet.
- Counter tops, stove and microwave (inside and out) are wiped clean.
- Floor is swept.
- Garbage is bagged and left by back door in hall.
- Use of any Town utensils, coffee pots and/or punch bowl, they need to be washed, dried and put away.
- Wash clothes and towels used, should be returned clean when returning Hall key.
- Double check for any personal items.
- Inspect for damages.