



## **TOWN OF JACKSON FACILITY USAGE INFORMATION**

Thank you for renting from the Town of Jackson.

Please read the following conditions of use. It is important that all who rent our facilities are informed of the expectations and responsibilities of using our facilities.

The Town of Jackson, or any of its employees, will not be responsible for injuries or loss of, damage to personal property occurring as a result of your activity being conducted on Town property.

### ***1. RESERVATION OF FACILITIES***

Persons renting facilities must be 21 years of age or older. Groups under the age of 21 must have a supervisor or counselor over the age of 21 who will make the reservation and be responsible for the group's actions and conduct. Reservations for Town Hall can be made during the hours of 8:00 AM – Midnight on weekends and 8:00 AM – 11:00 PM weeknights. Outside events may begin one hour after sunrise and conclude one hour prior to sunset.

### ***2. FEES, DEPOSITS AND REFUNDS***

Please see the attached fee schedule for facility rentals. The security deposit will be held until after the event. Charges will be deducted from the security deposit if the facility is not deemed acceptable by the Town of Jackson. Please follow the Clean-up checklist for more information.

After facility inspection, your security deposit will be returned to you or destroyed per your request.

### ***3. CANCELLATION POLICY***

If cancellation is made prior to 30 days before the rental a \$25 service charge will be assessed. If cancellation is made less than 30 days before the rental the charge for the rental will not be refunded. In either case the security deposit will be returned.

### ***4. KEYS***

Renter is responsible for the key and has sole authority for its use. Keys may not be used by unauthorized persons and may only be used during the time specified in the rental agreement. The cost of replacing a lost key will be taken out of your security deposit.

#### **Key Pick Up**

Keys for the facility are to be picked up during normal business hours, 9:00 am – 4:00 pm Monday – Thursday, 9:00 am – 12:00 pm Friday, at the Town of Jackson Town Hall on the day before your rental (or by Friday if a Sunday rental). We also have a key box that can be utilized for anyone that cannot make the above hours. Please call the Town Hall for more information.

Keys are to be returned in the Drop Box next to the Office after locking up after your event.

### ***5. DECORATIONS***

Decorating will be permitted using tape only and must be removed at the conclusion of the event.

### ***6. CATERERS***

Caterers must be insured and provide proof of ins prior to the event.

#### 7. TRASH

All trash must be placed in the receptacles provided and left in the room off the kitchen. Please separate recycling into the marked containers. Maintenance will dispose of the trash the next day.

#### 8. PARKING

Please only park in the parking lot in front of the Town Hall. Spots on the side of the Town Hall are for our current tenant. Please do not drive or park on the lawn.

#### 9. SALE OF REFRESHMENTS

If alcohol refreshments are to be sold, appropriate town license/permit (contact Town Clerk) must be secured, with copies attached to the signed facility agreement.

#### 10. FIREWORKS

Absolutely no fireworks of any kind (i.e. sparklers, bottle rockets etc.) are allowed on Town premises.

#### 11. INSURANCE

If, in the opinion of the Town Board, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Town of Jackson. Such insurance must name the Town of Jackson as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the Clerk's office in the event of cancellation of the policy for any reason.

#### 12. OTHER RESPONSIBILITIES

Individuals or groups renting Town facilities will be held responsible for the conduct of the people admitted to their activity. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity.

#### 13. EMERGENCY CONTACTS

Please contact **only** in the case of emergency on the day of your event:

- Bob Hartwig, Town Chairman 414-313-7514
- David Behringer, Town Supervisor – Buildings 262-623-1391

All other inquiries please call the Town Hall during normal business hours:

- Connie Diaz, Deputy Clerk 262-677-4048
- Bob Eichner, Clerk 262-677-4048

### **Clean-up Check List**

1. All tables and chairs returned to original set-up. (Additional chairs and tables available, but user is responsible for set up and take down.)
2. If you plan on doing dishes, please bring your own soap and towels.
3. Wipe down all tables, kitchen and bathroom counters, and sinks. Wipes located under the kitchen sink.
4. Vacuum/sweep floors – vacuum and brooms are located in the closet near front door.
5. Remove all decorations.
6. See Trash above on how to dispose of your garbage.
7. Turn off all lights.
8. Return Thermostats to programmed settings – push run schedule button.
9. Remove all personal items.
10. Close and lock all doors. Please do not prop open doors during your event.
11. Place key in drop box next to the office door.