

## 113.5 Berry Town Hall and Shelter Use Policy

The Town Hall and Shelter, 9046 State Road 19, Mazomanie, is available for rent. They may be rented for meetings and get-togethers in accordance with the schedule below:

- A. Between the hours of 7:30 a.m. and 11 p.m. any day of the week if contracted for in writing in advance, except for periods when in use for town business. For example, Town Board and Committee meetings.
- B. The hall and shelter may be reserved in advance for one-time or occasional events expecting 50 persons or less by making a reservation with the Town Clerk. For recurring events or events expecting 50 or more persons, the Clerk will collect information about the event and obtain approval from the Town Chairperson or the Board Member designated by the Chair before a reservation and contract with User will be accepted. If more than one reservation is received for the same time period, reservations will be accepted on a first come-first served basis.
- C. Non-resident reservations may be taken more than thirty days in advance but are subject to competing reservations by a resident taking priority. The deposit will not be collected from a non-resident until thirty days in advance.
- D. The Town Board reserves the authority to reduce or eliminate use charges for reoccurring town hall use by groups of multiple residents upon application and approval.
- E. User must sign a Use Agreement prior to event.
- F. The Town's business hours are 7:00 a.m. to 4:30 p.m., Monday through Friday, with exceptions. User shall not disrupt the Town Clerk if event is during business hours. No amplified sound is allowed in the hall during business hours.
- G. Users with events outside of business hours will be provided contacts and phone numbers to call in case of emergency.
- H. For event outside of business hours, User must obtain a key and directions for turning off the security system upon opening the hall and re-arming the security system upon closing the hall; and a temporary 4-digit security code, from the Town Clerk during the week prior to the event. User must return the key and security system directions within five days following the event or User will be charged a \$25 fee to replace the key.
- I. A deposit, paid in advance by User no later than when they receive a key to the hall, will be collected for most events as follows. The deposit will be returned to User within five days after the event if User has returned the key to the Town Clerk. Key shall not be duplicated.

### DEPOSIT

	Event During Business Hours	Event Outside of Business Hours
No Food/Beverages (no Kitchen use)	0	\$50
Food/Beverages (assumes use of Kitchen)	\$50	\$250

J. A use charge, to cover the Town’s costs and risks, paid in advance by User no later than when they receive a key to the hall, will be collected for all events as follows:

USE CHARGE

	Event During Business Hours Resident / Non-Resident	Event Outside of Business Hours. Resident / Non-Resident
No Food/Beverages (no Kitchen use)	\$20 / \$40	\$50 / \$100
Food/Beverages (assumes use of Kitchen)	\$50 / \$100	\$80 / \$160

K. User is expected to collect and remove all trash, clean, and leave the hall and shelter in the same condition as prior to the event. Any cleaning or repair by the Town required as a result of User’s use of the facilities will be charged to User without limitation. Cleaning supplies will be available.

L. Evening events, including clean-up, must be completed no later than 11 p.m. sharp.

M. Charges for clean-up, repair or replacement by Town due to User’s use of the hall and shelter may be deducted from User’s deposit, however, the Town must provide User an itemization of such deductions. The Town’s right to charge for clean-up, repair or replacement are not limited to the amount of the deposit.

N. No kegs. Beer and wine only.

O. Serving alcohol to minors is prohibited.

P. Smoking in or near the hall and shelter is prohibited.

This Policy shall take effect and be in force from and after the day after passage and publication as required by law.

Dated this 21<sup>st</sup> day of August, 2018

Posted: August 23, 2018

Brenda Kahl, Clerk/Treasurer  
 Jeff Davis, Supervisor  
 Joe Kruchten, Supervisor

Anthony Varda, Chairperson  
 Michael Statz, Supervisor  
 Duane Haag, Supervisor