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 at least three days 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 the 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. Reservations may be for up to 6 consecutive hours. Events lasting longer than 6 consecutive hours shall require multiple reservations.
D. 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.
E. 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.
F. User must sign a Use Agreement prior to the event.
G. The Town's business hours are 7:00 a.m. to 4:30 p.m., Monday through Friday, with exceptions. The User shall not disrupt the Town Clerk if the event is during business hours. No amplified sound is allowed in the hall during business hours.
H. Users will be provided contacts to call in case of emergency.
I. For events outside of business hours, the 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. The User must return the key and security system directions within five business days following the event or the User will be charged a $25 fee. The key shall not be duplicated.
J. A deposit of $250.00, paid in advance by the User no later than the end of the business day at least 24 hours preceding the event, will be collected for all events. The deposit will be returned to the User within five business days after the event. If the User has not returned an issued key to the Town Clerk, the deposit will not be returned until the listed fees have been paid and the key returned. Notify the Town Clerk of the loss or theft of the key immediately.
K. A use charge per event, to cover the Town's costs and risks, paid in advance by the User no later than the end of the business day at least 24 hours preceding the event, will be collected for all events as follows:

Use Charge	Resident	Non-Resident
	$100	$200

L. The 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. Hanging items on the shelter netting is prohibited. Any cleaning or repair by the Town required as a result of the User's use of the facilities will be charged to the User without limitation. Cleaning supplies will be available.

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

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

O. No kegs. Cans and bottles only.

P. Serving alcohol to minors is prohibited.

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

R. For cancelations at least 24 hours prior to the start of the event and must be submitted during business hours, a full refund shall be issued. For cancelations less than 24 hours prior to the start of the event, a full refund of the use charge and a half refund of the deposit shall be issued. Notice of cancelations must be provided in writing.

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

Dated this 18th day of May, 2026

Posted: May 19, 2026

Brenda Kahl, Clerk/Treasurer
David Evert, Supervisor
Nichole Schwoerer, Supervisor

Duane Haag, Chairperson
Michael Statz, Supervisor
Derek Statz, Supervisor