

PROCEDURES AND RULES FOR FACILITY RENTAL

Individuals and organizations wishing to use the Town of Merrill facilities shall:

1. Complete a Rental Agreement Form & Indemnification & Hold Harmless Agreement.
2. Submit the required fee and security deposit at the time of application.
3. Accept the rental hours of operation as 7:00 am until 12:00 am midnight.
4. Use only approved decorations and hangers provided. Do not use any mounting screws, tacks, tape, or nails of any kind. Glitter of any kind is strictly prohibited. Use of glitter will result in loss of security deposit.
5. No smoking is allowed in the building. Smoking is allowed outside in designated areas.
6. Fireworks or firework displays of any kind are strictly prohibited on town property.
7. Provide sufficient adult supervision, a person 21 years or older, at all times.
8. Do not stand or sit on tables and do not stand on chairs. Do not remove tables, chairs, or any other town property from the hall. Do not take any furnishings outside.
9. Clean and restore facilities to a least as good as condition as they were when usage began. Remove all trash inside and outside of building that is created by your function and place it in the container provided. The security deposit will be withheld accordingly if there is damage to the facility, missing town property, or significant cleaning required.
10. Park only in designated areas.
11. Alcoholic beverages are allowed, but are subject to state and local ordinances. A bartender licensed in the State of Wisconsin is required if alcohol or liquor is sold at an event. This is the responsibility of the person that signed the rental agreement.
12. The cancellation policy for cancellation of a rental is as follows:
 - a. Full refund of the rental fee and security deposit will be given if a written notice of cancellation is received 6 months or more prior to the rental date.

- b. A refund of the rental fee will be given if written notice of cancellation is received 4-6 months prior to the rental date. The entire security deposit will be forfeited.
 - c. Written notice of cancellation received less than 120 days prior to the rental date will result in a complete forfeiture of the rental fee AND security deposit.
 - d. The date the written notice of cancellation is received by the Town of Merrill will be the official date of cancellation.
13. No pets allowed on the premises.
14. It is the renter's responsibility to contact the town clerk to pick up the key no sooner than three days prior to the rental. The key can be picked up at the Town of Merrill Community Center during regular office hours. Call 715-536-4383. **NOTE: CALLING FOR A KEY DURING NON-OFFICE HOURS OR ON A WEEKEND IS NOT AN OPTION.** Please plan accordingly!