

TOWN OF NASEWAUPEE: Application for Use of Town Hall

Date of Use: _____

Time of Use: _____ to _____

Applicant/Sponsors Name: _____

Group/Organization: _____

Address: _____

Phone: _____

Applicant Signature: _____

Date: _____

REGULATIONS:

1. A rental charge of \$25.00, plus a \$150.00 refundable security deposit (the security deposit may be waived at the discretion of the Town Board) as determined by the Town Board will be required to cover the cost of maintenance, utilities, and the operation of the facilities. The security deposit may be refunded, at the discretion of the Town Board, following completion of an inspection of the town hall by a representative of the Town of Nasewaupee.
2. Applications for use of the Town Hall are available from the Town Clerk and shall be returned to the Town Clerk. The Town Board, at its discretion, may review applications for use.
3. The Town Hall shall not be let to any "For Profit" commercial organization, except by prior written approval of the Town Board.
4. No organization, group or individual shall be permitted to designate the Town Hall as their meeting place on a regular weekly or monthly basis.
5. All meetings shall be finished and all people out of the Town Hall by 8:30 p.m.
6. No intoxicating beverages may be served or consumed or otherwise be brought into the Town Hall or onto the property; and no persons under the influence of intoxicating beverages shall be permitted in the Town Hall.
7. No smoking is allowed in the Town Hall.
8. Persons or groups using the Town Hall are responsible for ensuring the Town Hall is maintained in its original condition. Supplies for clean-up are not supplied by the town.
9. All chairs and tables shall be returned to their proper place when meetings are concluded.

INDEMNIFICATION AND LIABILITY AGREEMENT

The undersigned certified that he or she is a duly authorized agent of _____, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above-described organization.

The above-described organization and its assigns recites that it wishes to utilize the facilities of the TOWN OF NASEWAUPEE, specifically the Town Hall, on the date of _____, from _____ until _____.

In consideration of permission granted to the undersigned by the TOWN OF NASEWAUPEE to use the Town Hall or any part thereof for activities engaged in by the above-described organization, the undersigned agrees to indemnify and save harmless the TOWN OF NASEWAUPEE from and against any and all damage to property or injuries to or death of any person(s) and to defend, indemnify and save harmless the TOWN OF NASEWAUPEE from any and all claims, demands, suits, actions or proceedings of any kind or nature, of or by anyone whomsoever, in any way resulting from or arising out of activities conducted by the undersigned on NASEWAUPEE property.

The user in no way construes the use of the TOWN OF NASEWAUPEE facilities as TOWN OF NASEWAUPEE endorsement of an organization, its programs, its objectives or viewpoints it represents.

The signature below indicates that the undersigned, on behalf of the organization it represents, has accurately described the event and its needs, that it has read and understands the regulations regarding use of TOWN OF NASEWAUPEE facilities, that it accepts responsibility for all TOWN OF NASEWAUPEE facilities and/or equipment use, that it will guarantee payment of any and all costs and rental charges, and that it accepts the liability clause above. The undersigned agrees to promptly pay for any damage to TOWN OF NASEWAUPEE equipment and/or facilities and will maintain and remove all materials and equipment brought on or into the facility at the conclusion of the event for which the agreement is given.

The undersigned declares that its organization does not discriminate on the basis of religion, race, sex, age, disability or national origin.

Dated this _____ day of _____, 20____

Signature

Organization

Printed Name

Address

Return this application with the application fee to: Town of Nasewaupee, Jill M. Lau, Town Clerk, 4009 Park Drive, Sturgeon Bay, WI 54235. Please make checks payable to the Town of Nasewaupee. If you have any questions regarding this form, please call the Town Clerk at (920) 495-0920.