

The following are rules and guidelines for renting/using the Town Hall:

1. Key must be obtained from Town Hall during regular business hours. Key must be returned to Town Hall within 2 business days of using hall.
2. Leave the Town Hall in the condition it was found.
3. Take any trash or recycling out to the trash bin located at the southeast corner of the parking lot by the garage.
4. Check bathrooms for running water and make sure toilets are flushed before you leave.
5. Vacuum the floor before leaving. Vacuum is provided – main floor vacuum is located in Janitor closet; lower level vacuum is located in kitchen.
6. Turn all lights off before you leave.
7. No smoking is allowed on premise.
8. Phone use is for emergency calls only.
9. Decorations are allowed, but must be removed from hall after use.
10. Lock all doors upon leaving.

CONDITIONS OF USE

Whenever any person or group applies for rental of the Town Hall or portions thereof, the person making the application must agree to the following:

1. To be personally responsible for any damage caused to the building or appurtenances thereof during the rental period. This includes but is not limited to the inside & outside of the building which includes the parking lot and bordering properties.
2. If you will be serving alcohol at your event please circle the appropriate reply below.

YES

NO

3. Applicant hereby agrees to indemnify the Town of Ixonia from any and all liability, loss or damage the said Town may suffer as a result of claims, demands, costs or judgments against the Town arising out of the Applicant's failure to perform any of the obligations arising out of the rental of the Ixonia Town Hall. _____ Renter Initials

Town Hall Application

Permission is hereby requested of the Town of Ixonia for use of the Town Hall on _____,

20__ . Time to be used will be _____ for the purpose of _____

With an estimated attendance of _____. Room requested: Main Floor _____
Lower Level large room _____
Lower Level (south) _____

Applicant: _____

Address: _____

Phone: (____) _____

***Signature of Applicant: _____

*** By signing I have read and agree to the Conditions of Use/General Rules and agree to abide by them. I will also instruct my group of these rules and conditions. If I fail to follow the General Rules, future use of the Town Hall maybe denied.

**TOWN OF IXONIA
APPLICATION AND AGREEMENT FOR PRIVATE USE OF TOWN HALL**