
RESOLUTION ADOPTING POLICIES CONCERNING TOWN HALL USAGE

WHEREAS, the Sugar Creek Town Hall's main purpose is to provide a meeting place for the Town Board, store Town Records, and be the official place for all meetings and programs as set forth in the Wisconsin Statutes;

WHEREAS, various organizations and individuals wish to use the Town Hall for their purposes and functions, thereby causing conflicts, at times, with official government business and requiring an established rental policy;

WHEREAS, the Town has found that use of the Town Hall by organizations and individuals causes the Town to incur various expenses, such as the expenses of electricity and heating during use, and of cleaning the hall before and after each rental;

WHEREAS, the Town has found that it is appropriate to impose a rental fee to offset the expenses incurred as a result of allowing various organizations and individuals to use the Town Hall;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That the following policies and rules for Town Hall usage shall hereby be established:

- a. The third Monday of every month shall be set aside for Town Board Usage;
- b. Any organization or individual may use the Town Hall on Sunday through Saturday, with the exception of (a) above, and with the understanding that all government functions take priority. Should a conflict arise, the Town Board shall prevail.
 - i. An individual seeking to use the Town Hall shall contact the Town Clerk to reserve it for the desired date and times.
 - ii. Scheduling shall be on a first come, first served basis, upon payment of the \$100 rental fee and compliance with any other requirements of the Town.
 - iii. The Town hereby exempts any and all organized youth groups (e.g. 4-H), and the annual Memorial Day Celebration from paying the rental fee.
- c. The basement shall be a restricted area to be used exclusively by the Town Board for storage of Town records.
- d. No one under 18 shall use the Town Hall without adult supervision on the premises, with said adult to remain on the premises until all minors have left.
- e. There shall be no intoxicating liquor or malt beverages on premises.
- f. The applicant shall abide by all state laws and by all rules and regulations established by the Town for the use of the Town Hall. It shall be the responsibility of the applicant to obtain any necessary permits or licenses required. It is understood

that any Town of Sugar Creek employee has the right to enter the premises at any time.

- g. Any damage to Town property must be reported to the custodian within 24 hours.
- h. When leaving the building, the following should be done:
 - i. The heat shall be turned down to 60 degrees;
 - ii. The hall shall be dry mopped/swept, chairs returned to the car and tables folded up;
 - iii. All garbage shall be taken out to the dumpster and new garbage bags placed in garbage cans.
 - iv. The water heater must be turned off;
 - v. All lights must be turned off; and
 - vi. All doors and windows must be locked.
- i. The Town of Sugar Creek shall not be liable for any injuries, death or property damage arising out of the use of the premises, and the user agrees to hold the Town harmless.
- j. The Town of Sugar Creek shall not be liable for any articles left, lost or stolen on the premises.
- k. All complaints concerning the above policies and rules shall be directed to the Town Board.
- l. Any violations of the above rules may result in denial of Town Hall use for a period of time to be established by the Town Board.

2. That any prior resolutions regarding policies concerning Town Hall usage are hereby expressly revoked.

3. This resolution shall become effective upon adoption and remain in effect until expressly revoked by the Sugar Creek Town Board.

Adopted this 18th day of Aug., 2014.

Attest:



Diane Boyd, Town Clerk

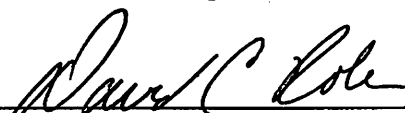
Approved:



David Duwe, Chairman



Dale Wuttke, Supervisor



David Robers, Supervisor

Date of publication: _____