

## Town of Winchester Use Agreement

Applicant:

Name:

Address:

Phone:

Email:

Organization:

Facility:

Town Hall Meeting Room

Library Community Room

Park Pavilion

Park Pavilion with Kitchen

Date/Dates of use:

Time requested: from

to:

I understand that my use of Town of Winchester facilities is voluntary and that I am using it for my or my organization's benefit only. I agree that my use of the Town of Winchester facilities is undertaken at my own risk and that the Town Winchester will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Town from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Town of Winchester facilities. I also agree to reimburse the Town for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town of Winchester facilities. By signing this document, I agree to abide by the provisions stated in the Town of Winchester facilities Use Policy attached hereto. I further certify that I will submit any fees due within one week of the use of the building.

Signature:

date:

Town Confirmation:

date:

## Town of Winchester Town Hall Meeting Room, Library Community Room, and Park Use Policy

### Facility Use Rate Schedule

- Local clubs, civic, governmental, and religious organizations – No Fee.
- Residents, taxpayers, all others - \$50 use fee plus \$200 deposit, paid in advance.

### Reservations

- Reservations must be made in writing via email or letter using the Use Agreement form.
- Reservations may be made by any resident, non-resident, or taxpayer of the Town of Winchester at least 18 years of age.
- Reservations must be made for all activities on a first come first served basis. Local residents, taxpayers and organizations have priority over non-residents.
- Reservations for must be made with the Town Clerk at least 1 week and up to one year in advance of the use date requested.
- Dates will be reserved when this form and payment, if necessary, are received and confirmed by the Town Clerk.

### Rules

- The party whose name appears on the Use Agreement shall be present and assume responsibility at any function.
- All lights must be turned off and all doors locked when leaving the building.
- Furniture and equipment must remain in the building.
- All chairs are to be returned to the storage area.
- The set-up and take-down of tables require two persons to avoid damage to the tables and flooring.
- Tables should be wiped clean.
- Bathrooms must be clean. Any damage will be repaired at users' expense.
- All garbage, inside or out, must be bagged and removed by the user.
- Necessary cleanup will be completed by building custodian. Cost of this cleanup will be billed to the renter at the rate of \$50/hr.
- No tacks, nails, staples or tape may be used for decoration.
- No fireworks or animals, except dogs on leash at outdoor facilities/

### Responsibilities for Use of Kitchen Equipment

- Turn off all burners and oven.
- Clean top with soap and water.
- Clean oven if used (soap and water only), bottom, walls and top.
- Remove all food from refrigerator and wipe down.
- Wipe out microwave if used.

### Serving Equipment

- Wash and wipe dry all dishes and flatware used.
- Return to proper cabinets.
- Wash, dry and replace pots, pans, and utensils to proper storage areas.
- Wipe sink and counter tops.
- Wipe out refrigerator.

- Unplug all coffee machines, crock pots, etc. (except microwave).

#### Liquor Service

- No hard liquor may be sold at any time.

#### Sale of Beer and/or Wine

- Town of Winchester Class B license is required.
- Application must be made with the Town Clerk at least 1 week prior to a monthly town board meeting for approval by the Town Board.
- Minors are not allowed to be present where such beverages are sold unless accompanied by a parent or legal guardian.
- A bartender licensed by the Town of Winchester must be present.
- The licensed applicant will be held responsible for the sale of beer to minors.
- Proof of liability insurance is required.

#### Miscellaneous

- Cost of replacement or repair of missing or damaged items or extra cleaning will be billed to the applicant.
- Town of Winchester facilities are Smoke-Free.
- The applicant assumes full responsibility for violation of state or local laws and agrees to hold harmless the Town of Winchester.
- Violation of the above rules may result in assessment of a cleaning fee or termination of your privilege to use the facility, at the discretion of the Town Board.

Please mail or email the completed use agreement to the Town Clerk for confirmation and room key or access code:

7228 Highway W

Winchester, WI 54557

[clerkwainio@winchester54557.org](mailto:clerkwainio@winchester54557.org)