



TOWN OF WINCHESTER, VILAS COUNTY, WISCONSIN

ADMINISTRATIVE POLICY 2026-01

Town Facility Use Policy

Town Hall Meeting Room • Library Community Room • Park Facilities

Adopted By Town Board, Town of Winchester	Effective Date June 22, 2026
Administered By Town Clerk, Town of Winchester	Last Revised June 19, 2026

Fee Schedule Note

The fee schedule in Section 3 of this policy may be amended by Town Board resolution without requiring adoption of a new policy. Contact the Town Clerk's Office or visit the town's website at www.winchesterwi.com for the current fee schedule.



1. Reservations

1.1 Who May Reserve

- The applicant must be at least 18 years old.
- Reservations are open to residents, non-residents, and taxpayers of the Town of Winchester. Reservations may be made on behalf of organizations.
- Residents, taxpayers, and local organizations have priority over non-residents on a first-come, first-served basis.

1.2 How to Reserve

- Submit reservations in writing using the Town of Winchester Facility Use Request Form. For assistance, contact the Clerk's Office at clerk@winchester.wi.gov or 715-686-2123.
- Schedule with the Clerk's Office at least one week and up to one year in advance of the requested use date.
- A date is reserved only after the Clerk's Office receives the completed request form, any required payment, and confirms the reservation in writing.
- Fees and deposits may be paid via cash, check, or online payment system through the town website (winchesterwi.com). **Online payments may incur a service fee.**

1.3 Cancellation Policy

- Cancellations made at least 7 days prior to the scheduled use will receive a full refund of fees and deposits.
- Cancellations made fewer than 7 days prior to the scheduled use will result in forfeiture of the \$50 use fee. Deposits will be returned.
- To cancel, contact the Clerk at clerk@winchester.wi.gov or 715-686-2123.



2. User Responsibilities

2.1 General

- The applicant named on the Use Agreement must be present and is responsible for the conduct of the event and all attendees.
- Use of Town of Winchester facilities is voluntary and is undertaken at the sole risk of the facility user and/or the organization. The Town of Winchester is not responsible for injuries, damages, or claims arising from the actions, omissions, or misuse of the facilities by the facility user, the organization, or any participants or guests.
- To the fullest extent permitted by law, use of Town of Winchester facilities constitutes a release of the Town of Winchester and its officers, employees, and agents from claims related to such use. The facility user is responsible for defending and indemnifying the Town against claims, damages, losses, or expenses arising from the use of the facilities or from the actions of participants or guests.
- The facility user is responsible for reimbursing the Town for any damage, breakage, repairs, extra cleaning, or other costs resulting from facility use.
- The applicant is responsible for complying with all state and local laws and agrees to hold the Town of Winchester harmless for violations arising from the event.
- Violations may result in a cleaning fee and/or loss of facility-use privileges, at the discretion of the Town Board.

2.2 Facility Care

- 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.
- Users are responsible for setting up and taking down tables. For safety reasons, the Town recommends that at least two people perform this task.
- Tables should be wiped clean.
- Bathrooms must be left clean. Damage and cleaning assessed will be repaired at the applicant's expense.
- All garbage (inside and outside) must be bagged and removed by the applicant. Garbage may be disposed of at the Winchester Transfer Station during its regular business hours.



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- If additional cleanup is required after the event, the building custodian will complete it and the applicant will be billed at the rate of \$50 per hour.
 - Do not use tacks, nails, staples, or tape for decorations.
 - No fireworks.
 - No animals, except dogs on a leash at outdoor facilities.
 - Fire exits must remain unblocked at all times.
 - Replacement or repair of missing or damaged items may be billed to the applicant.
 - All Town of Winchester facilities are Smoke-Free.

2.3 Kitchen Use (if applicable)

- Turn off all burners and oven before leaving.
- Clean the stovetop with soap and water.
- Clean the oven if used (soap and water only), including the bottom, walls, top, and racks.
- Remove all food from the refrigerator and wipe it down.
- Wipe out microwave if used.
- Wash and dry all dishes and flatware used. Return to proper cabinets.
- Wash, dry, and return pots, pans, and utensils to proper storage areas.
- Wipe sink and countertops.
- Unplug all coffee machines, crock pots, and similar appliances (except microwaves).



3. Fee Schedule

Fee Schedule Amendment

The fees listed in this section may be amended by Town Board resolution without requiring adoption of a new policy. The Town Clerk's Office maintains the current approved fee schedule.

Always confirm current fees with the Clerk's Office or the town website at www.winchesterwi.com before submitting payment.

3.1 Use Fees

Category	Fee
Local clubs, civic, nonprofit, governmental, and religious organizations	No fee
Residents, taxpayers, and all others — use fee	\$50.00
All individuals, groups and organizations* — security deposit (due 7 days in advance)	\$200.00
Additional cleanup (if required) — per hour	\$50.00/hr

*Excluding Emergency Services and Town Departments. For organizations with regular or recurring events, deposits will be due 7 days in advance of the first event in the series and will be returned within 14 days of the last scheduled event.

3.2 Security Deposit Terms

- The \$200.00 security deposit is due 7 days in advance of the event.
- The deposit shall be returned within 14 days after the event, provided no damage, excessive cleanup, or policy violations occur.
- The Town of Winchester may retain all or a portion of the deposit to cover repair, cleaning, or administrative costs related to the use.
- The use fee (\$50.00) is non-refundable for cancellations made fewer than 7 days prior to the event.



4. Liquor Service

4.1 General Restrictions

- Hard liquor may not be sold at any time on Town of Winchester facilities.
- Town of Winchester facilities are not licensed for the retail sale of hard liquor.

4.2 Sale of Beer and/or Wine

The sale of beer and/or wine at Town of Winchester facilities requires a Class B license pursuant to Wis. Stat. § 125.51 and Town of Winchester Ordinance 2022-02 (Operator's Licenses). The following requirements apply:

- A Town of Winchester Class B license is required. — Wis. Stat. § 125.51
- Apply with the Town Clerk at least one week before a monthly Town Board meeting. The Town Board must approve the license before any sale may occur.
- A bartender licensed by the Town of Winchester must be present at all times during service. — Town Ordinance 2022-02
- Minors are not allowed to be present where such beverages are sold unless accompanied by a parent or legal guardian.
- The licensed applicant is responsible for compliance with all applicable laws, including prohibition of sale to minors.
- Proof of liability insurance is required prior to issuance of the license.
- The licensed applicant will be held responsible for any violations of state or local law related to the service of alcohol at the event.



5. Conditions of Use & Liability

By submitting a Facility Use Request Form and using Town of Winchester facilities, the applicant agrees to the following conditions:

- Use of Town of Winchester facilities is voluntary and is undertaken at the sole risk of the facility user and/or organization.
- The applicant is responsible for ensuring that all participants and guests use the facilities in a safe and appropriate manner.
- The Town of Winchester is not responsible for injuries, damages, or claims arising from the actions, omissions, or misuse of the facilities by the applicant, the organization, or any participants or guests.
- To the fullest extent permitted by law, use of Town facilities constitutes a release of the Town of Winchester and its officers, employees, and agents from claims related to such use.
- The applicant is responsible for defending and indemnifying the Town against all claims, damages, losses, or expenses arising from the use of the facilities or from the actions of participants or guests.
- The applicant is responsible for reimbursing the Town for any damage, breakage, repairs, extra cleaning, or other costs resulting from facility use. Use of Town facilities is conditioned upon compliance with this policy and timely payment of all required fees.



FACILITY USE AGREEMENT

By signing below, the applicant acknowledges that they have read, understand, and agree to comply with the Town of Winchester Facility Use Policy in its entirety. The applicant accepts full responsibility for the event, all attendees, and any costs arising from the use of Town facilities.

Applicant Name (print)

Date

Applicant Signature

Date

Organization (if applicable)

Date

Event Date / Facility Reserved

Date

Clerk's Office — Signature & Date of Confirmation

Date