

CITY HALL FACILITIES RULES AND REGULATIONS

GENERAL INFORMATION

The City of Horicon, or any of its officers, agencies or employees, will not be responsible for injuries, loss, or damage to personal property occurring as a result of any activity being conducted on City property.

Violation of any segment of this policy and/or City Codes will be just cause for the denial of future reservations of City Hall facilities and the forfeiture of deposits made. Rowdy behavior or disturbances will be just cause for immediate cancellation of the activity by the local Police Department.

(One warning will be given before cancellation.)

RESERVATION OF FACILITIES

1. Facilities may be reserved at City Hall.
2. Telephone Number: 920-485-3500.
3. Office hours: 7:30 a.m. to 4:00 p.m., Monday through Friday.
4. Tentative reservations will not be held beyond 10 days.
5. Reservations are confirmed only after payment is made in full, and the signed agreement is on file at City Hall.
6. Public dances require at least two deputies to be in attendance. The deputies are to be approved by the Chief of Police one week before the dance is held.
7. The City reserves the right to require the presence of a uniformed police officer(s) on the site when it is deemed necessary. Expense of the officer(s) will be the responsibility of the renter.

FEES

Fees are based on rental of facilities, as is, and do not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.

There will be no refunds of rental fees due to cancellations, unless the City Clerk's office is notified **two weeks** prior to a reservation; or where, in the opinion of the City, inclement weather prevents the scheduled activity from occurring and there has been no cost to the City.

DEPOSITS

Deposits will be refunded, in part or in full, depending upon the condition the facilities are left in and upon compliance with this policy.

Charges for abnormal amounts of cleaning by maintenance personnel will be deducted from the deposit and/or billed to the renter. **ALL CLEANING IS TO BE DONE IMMEDIATELY AFTER THE CONCLUSION OF THE EVENT UNLESS OTHER APPROVED ARRANGEMENTS HAVE BEEN NOTED ON THE RENTAL AGREEMENT.**

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DEPOSITS/REFUNDS

Deposits will not be refunded until all keys are returned to City Hall and the facilities have been checked by maintenance personnel.

Decisions as to the fitness of buildings and/or grounds will be made by the Custodians.

KEYS AND LOCKS

Renter is responsible for all keys in his or her possession and has sole authority for their use. Key may not be used by unauthorized persons. The renter is responsible for the prompt return of all keys and is **forbidden** from having any duplicate keys made. If the renter does not return the keys, or has duplicate keys made, he/she will be responsible for the cost of re-keying any locks for which keys were duplicated or not returned.

All exit doors shall be unlocked and not blocked off or fastened shut so as to impede traffic in case of an emergency during hours of activity.

Renter is responsible for locking facility upon conclusion of activity.

LIGHTS AND ELECTRICITY

Renter is responsible for turning off all lights, with the exception of night lights and lights at front entrance of City Hall. No alteration of the electrical wiring is permitted.

HOURS OF USE

Activities must be over and facilities cleared by **1:00 a.m.**

REFRESHMENTS

All beverages must be dispensed in paper, plastic or metal containers only.

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GENERAL CONDITIONS OF USE

LITTER AND TRASH

All litter and trash must be placed in proper trash receptacles with appropriate waste stickers affixed to the bags. Maintenance crews will dispose of trash the following day. In the event of all-day activities, litter around rented facilities should be policed throughout the day. All recyclable items must be put in a light blue bag.

SMOKING

City Hall has been designated as a “**smoke-free**” building. **NO SMOKING** is permitted within the building.

ANIMAL

It shall be unlawful to bring any animal into the municipal facility, except seeing eye dogs.

DECORATIONS

Decorating will be permitted only if the decorations are not fastened to the walls or ceiling and must be removed at the conclusion of the event. All decorations must conform to State and Municipal fire codes. **NO STAPLES, NAILS, OR TACKS MAY BE USED.**

INSURANCE

If, in the opinion of the City, the activity requested implies any form of hazard, risk or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of Horicon. Such insurance must name the City of Horicon as “additional insured” and shall specify that the City shall receive ten days prior notice, in writing, in the event of cancellation of the policy.

OTHER RESPONSIBILITIES

Any materials or equipment belonging to the renter must be removed from the facility and the grounds at the conclusion of the activity unless written permission has been granted to store it.

Items for use and/or consumption must not be delivered to the facilities prior to the reserved date and time specified on the agreement. Deliveries of any items must not be done unless renter is there to receive the items.

Individuals or groups renting facilities will be held responsible for the conduct of the people admitted to their activity.

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SET UP/TAKE DOWN

Set up and take down will be the responsibility of the renter. If the renter requests the City to set up or take down, the cost will be billed at the applicable billing rates.

SPECIFIC CONDITIONS OF USE

BUILDING

Renter will held responsible for leaving the facility in as good condition as it was found. General cleanup to be done by renter is as follows:

1. Tables and chairs should be wiped and returned to the proper places.
2. All kitchen facilities cleaned - including stove, refrigerator, sink and counter tops.
3. All paper and garbage cleaned up and put into the proper receptacles with appropriate waste stickers attached.
4. Floors swept as necessary and mopped if there is excessive water and mud.
5. All decorations, posters and signs put up must be removed: Items are not to be attached to walls or ceilings.