

**APPLICATION FORM FOR RENTAL OF TOWN OF BROOKLYN  
HALL**

DATE & TIME OF RENTAL \_\_\_\_\_

NAME OF GROUP OR INDIVIDUAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CELLPHONE # \_\_\_\_\_

TYPE OF EVENT TO BE HELD \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED TO ATTEND \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PERSON \_\_\_\_\_

*This person has read and agrees to the "Regulations for Use of Brooklyn Town Hall" provided.*

DATE \_\_\_\_\_

**FEES CHARGED:**

Hall Use: Residents \$80

Non-Residents \$150

Deposit: Residents \$40

Non-Residents \$75

**CHARGE CARDS NOT ACCEPTED**

PLEASE MAKE CHECKS PAYABLE TO:

Deposit is due when reserving date, Hall Use

Fee is due prior to receiving key code.

(CREDIT CARDS NOT ACCEPTED)

**"TOWN OF BROOKLYN"**

REMIT TO: Town of Brooklyn

400 W Main St

Brooklyn, WI 53521

Deposit Policy:

1. The deposit check will be returned after the next Town of Brooklyn regular meeting which is scheduled for the 2nd Monday of each month via mail following the event provided the hall is left in satisfactory condition.

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(For office use only)

Date Application Received \_\_\_\_\_

Date of Deposit \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Hall Key Code Entry Date \_\_\_\_\_ Hall Key Code Deletion Date \_\_\_\_\_

CONDITION OF BUILDING Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

Deposit Fee Refunded YES NO Date of Refund \_\_\_\_\_

Amount of Deposit to be Withheld \_\_\_\_\_

Reason for Withholding \_\_\_\_\_

Signature of Clerk \_\_\_\_\_ Date \_\_\_\_\_

## CHECKLIST

Please complete the following checklist to ensure return of entire deposit:

- Perishable items are removed from refrigerator.
- Decorations and tape are removed.
- Table and chairs are wiped clean and put back in storage racks.
- Counter tops, stove and microwave (inside and out) are wiped clean.
- Floor is swept.
- Garbage is bagged and left by back door in hall.
- Use of any Town utensils, coffee pots and/or punch bowl, they need to be washed, dried and put away.
- Double check for any personal items.
- Inspect for damages.

# REGULATIONS FOR USE OF BROOKLYN TOWN HALL

The Town of Brooklyn Town Hall will be made available for use of the following persons or entities at the times and on the terms set forth below:

**1. WHO MAY USE.** The building and grounds can be available to the following:

A. Adult residents and non-residents of the Town for occasional functions such as showers, picnics, and other non-commercial social gatherings. **For purpose of this section a resident or non-resident is defined as a qualified elector.** The intention is to make the property available for those occasional events that by their nature or because of the number of persons attending could not conveniently be held at a private residence. Because of the desirability to keep the Hall available for those functions mentioned herein, it is intended that it not be used for regularly scheduled, frequently recurring events.

B. Governmental agencies such as planning commissions, fire departments, and other organizations relating to government.

C. "Bona fide" clubs, fair associations or agricultural societies; churches, lodges, societies or veterans organizations that have been in existence for at least six (6) months when sponsored by an adult resident of the Town as defined in sub-paragraph A above. For purposes of this sub-section the term "bona fide" is defined as being authentic, genuine, done or made in good faith, sincere. "Club", is defined as a group of people organized for a common purpose and meeting regularly.

If a municipal official or the Town Board has a question about whether an applicant is qualified as bona fide and has been in existence for at least six (6) months, the following written documentation should be requested:

- (a) Confirmation that the organization has been in existence for at least 6 months prior to the application
- (b) A list of the officers.
- (c) A copy of the bylaws or purpose for organization.
- (d) Information about the holding of regular meetings.

**2. WHEN AVAILABLE.** The Hall can be made available on weekends (Saturday and Sunday). Hall rental is further limited to only those times it is not being used to accommodate business of the Town or any entity thereof.

**3. RESERVATIONS AND CANCELLATION OF RESERVATIONS BY TOWN.** Persons wishing to use the Town Hall must submit a written request to the Town Clerk by completing an application furnished by the Town Clerk. The request must be submitted no more than six (6) months prior to the date requested and no later than one (1) week prior to the date requested. The Town may cancel, limit, or otherwise modify any permission for use previously granted as is deemed reasonably necessary to accommodate business of the Town or any entity thereof.

**4. DEPOSIT.** Except as hereafter set forth, all applications for use must be accompanied by a deposit. **The deposit check MUST be from a Brooklyn Town resident who will be the responsible party.** The deposit refunded to an applicant, if any, shall be returned via mail within 5 business days following the event, provided the hall is left in satisfactory condition. All rentals are tentative until receipt of the deposit by the Clerk.

**5. SIZE OF GROUP AND USE RESTRICTIONS.** The Hall has a capacity of 100 persons. Alcohol may be served if additional deposit fee is paid.

**6. RESPONSIBILITY OF KEY ACCESS CODE.** The key access code will be activated one day prior to your event. The key access code will be deactivated after your event. Notwithstanding the above provisions, governmental agencies or other groups which meet at the Town Hall regularly at least as often as once per month may be issued a key access code to be retained as long as they continue to meet at the Town Hall.

All key access codes are issued at the pleasure of the Town.

**7. MAINTENANCE.** The Town Hall and grounds MUST BE LEFT IN THE SAME ORDERLY CONDITION IN WHICH THEY WERE FOUND. The refrigerator, stove, microwave and sink may be used. When Town of Brooklyn items have been stored in the vegetable drawers of the refrigerator, please use open shelving. Perishable items of any kind are not to be left in the refrigerator. Stove top and oven are to be turned off. Trash needs to be bagged and placed near back door. The building caretaker will dispose of it. Extra trash bags are located in the lower cabinet to the left of the sink. Remember to Recycle. The floor must be swept after the event. Brooms can be found in the cleaning supplies closet in the hallway opposite the Men's Rest Room. There are also additional cleaning supplies under the kitchen sink if needed for a spill. **If the premises are left in satisfactory condition, the entire deposit will be returned to the applicant.**

**IMPORTANT:** The electrical outlets to the left of the stove are on one circuit; to the right of the stove is a second circuit. The south wall (windowed wall) is on a third circuit. **DO NOT** plug more than 2 electric roasters ("Nesco's) into the same circuit or use the microwave in junction with one due to the significant power draw. The circuit box is NOT located in the town hall.

**8. TABLES AND CHAIRS.** There are 6 (six foot) tables and 75 chairs available for use. They must be wiped clean and put back in the storage racks when the event is over. Tables need to be lifted and not dragged on the floor.

**9. TELEPHONE.** The telephone is for Town Board official use ONLY.

**10. DECORATING.** No decorations may be taped to the ceiling tiles, but can be taped to the metal sections only. All ceiling decorations and tape are to be removed. Items on the walls and countertops relating to Town business may NOT be moved or removed. Decorations need to be removed from the premises immediately following the event.

**11. UTENSILS, COFFEE POT & PUNCH BOWL.** There are utensils in the drawers between the sink and stove. The 30 cup coffee pot is on top of the refrigerator. The punch bowl is in the large cabinet between the stove and microwave. All these items are available for your use, but please see that they are wash, dried and put away.

**12. OUTSIDE OF BUILDING AND GROUNDS.** During the warmer months the outside grounds are available, at the discretion of the Town Board, for use in conjunction with the inside of the building. Again, the grounds must be left in neat condition; i.e., paper, cups, etc., picked up. The tables and chairs must be left in the building and may not be used outside.

**13. SMOKING.** Absolutely NO SMOKING is allowed within the municipal building. Smoking is allowed on the grounds.

**14. NO ANIMALS.** Other than those assisting handicapped persons shall be allowed in the building or on the grounds.

**15. VARIANCES.** All variances from the above regulations and rules shall be approved by the Town Board and shall be granted only in very unusual situations where for some reason that would not ordinarily be contemplated the application of the rules to the particular tenant or event would create an undue hardship and where the granting of the request would not be detrimental to the Town or any of its residents.

*Please refer to IN CASE OF AN EMERGENCY located next to telephone in Town Hall when renting the hall.*

Adopted on February 8, 2009 by the Brooklyn Town Board.