



Lincoln Town Hall Rental Rules

1. The town Hall is available for rent to the Town of Lincoln residents and property owners only, with a request being submitted to the town clerk three weeks in advance. Usage of the town hall for the benefit of the town or town business is available with rental fee waived, educational and community events - fee waived. A \$25.00 a day fee, \$30.00 winter rental fee for usage of the town hall for residential renters and other than town business.
2. The facility is to be left in the same condition as found prior to rental. The Lincoln Town Hall has an outdoor toilet. Any major problems contact the Town Clerk.
3. All trash and/or materials must be removed immediately after the use of the hall, by the renter. Garbage to be removed from the building and grounds.
4. Any damage caused by the renter or persons in the renter's party will be the responsibility of the renter and the renter may be billed for damage to Town property. Nothing is to be taped or tacked to the walls.
5. Any damage must be reported immediately to the Town.
6. No alcohol or drugs may be brought onto or used on Town property.
7. No smoking in Town buildings.
8. No open flames or fires in or on Town property.
9. No pets allowed; except service animals. Wild birds or animals must be properly supervised.
10. The handicapped entrance and passageway to and through the Town Hall may not in anyway or at anytime be obstructed. Wheelchair access must be maintained always.
11. All doors and windows must be closed at the end of the rental.
12. Lights will be turned off prior to leaving the building.
13. If the heating system is used it must be turned down immediately after rental.
14. The building must be locked after use.
15. Any special equipment required is the responsibility of the renter.
16. The key to the Lincoln Town Hall may be picked up the last business day before the rental and must be returned on the next business day unless other arrangements are made prior to the

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rental. The Clerk will have the key and coordinate the rental. The current clerk, Lacey Hill Kastern, can be reached at 715-862-2797.

17. Failure to abide by these rules will result in the renter being banned from the future use of the facility.
18. The Town of Lincoln reserves the right to cancel any reservation at any time for emergency use.
19. The maximum occupancy of the Lincoln Town Hall is 30 people.

The renter hereby agrees to release and hold harmless the Town of Lincoln, its employees and agents from any liability or personal injury, or loss or damage to personal property, which may arise in any way by the use or occupancy of the Lincoln Town Hall. I certify that I have read the Town Hall Renters Form and will see that my activity will abide by these rules. I understand that I am responsible for lost, stolen, and/or damaged equipment at the Town Hall and the conduct of the attending group. I understand that I and my party must abide by all rules, regulations, policies, and procedures as they may apply to my rental.

Print Name: _____ Contact Number: _____

Signature: _____ Date: _____