

Town of Montrose
Rules & Final Checklist

1. General Rules for Use of the Town Hall
 - a. **NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS OR HUNG FROM CEILINGS. Upon inspection, if walls or ceilings are damaged, charges for damages will be taken from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance.**
 - b. Scheduling will be done by the Town Clerk 608-424-3848
 - c. One check for the deposit of \$250.00 and a separate check in the amount of \$100.00 for residents OR \$250.00 for non-residents. The deposit and rental fees need to be made payable to Town of Montrose.
 - d. No smoking allowed in the building.
 - e. Smoking area is out in the back of the building. Please use the sand filled container for butts. You are responsible for cleaning the container. A sifter is provided and is located on top of the refrigerator.
 - f. No pets or animals, except helper dogs, are allowed in or around the town hall.
 - g. Sale of alcoholic beverages is not permitted unless you have been issued a Class B liquor license (picnic license) from the Town of Montrose.
 - h. You must furnish all food, dishes, silverware, serving utensils & dishcloths etc.
 - i. Letters are available for your use on the outside kiosk, located at the SE corner near the intersection of Diane Ave and Hwy 69. They are found in the furnace room, located in the kitchen. **Please take them off board when your event is finished and return to their appropriate slots.**
 - j. Clean up is the renter's responsibility. The hall and town property must be restored to its original condition.
 - k. Any damages to equipment, property and/or facility will be charged to the renter.
 - l. The Town Clerk in consultation with the Town Board reserves the right to require security personnel to attend any function at the cost of the person renting the hall.
 - m. The Town Clerk in consultation with the Town Board reserves the right to refuse service to any group or individual.
 - n. All functions end at 1:00 a.m. This includes clean up time.
 - o. Please see that no one plays across the ditch, around the sign, throws stones anywhere or hangs on the coat racks. Please supervise all children.
 - p. Doors must be kept shut at all times during your event.
 - q. In summer please turn the air conditioner off. In winter please leave the thermostat set at 70 degrees. In winter, if the water is on in the kitchen/bathrooms please leave the faucets running to avoid pipes freezing.

- r. Return key promptly to the Clerk after your event. There is a mail slot in the office door that can be used. If key is lost, renter is responsible for any costs to replace keys and door lock.
 - s. No tent stakes may be pounded into the blacktop.
2. Final Checklist
- a. Food in the refrigerator/freezer that you did not bring to your event should not be used or taken.
 - b. All garbage and recyclables need to be separated and put into the appropriate outside bins. Bins are clearly marked for recyclables and garbage. A key for the garbage bin is attached on the key ring with the hall key. You must relock the garbage bin.
 - c. Put new garbage bags in garbage cans.
 - d. Make sure all trash is picked up outside and any cigarette butts are pick up also.
 - e. Use the sand strainer for cleaning out the sand container for cigarette butts. Strainer is located on top of the refrigerator. Please clean the strainer.
 - f. Mop bucket can be filled using the smaller bucket under kitchen sink.
 - g. Sweep all floors and mop if necessary. In the summertime, it is recommended to spot mop the floors, as the floors get very slippery and take a long time to dry.
 - h. Clean out both refrigerators and take your food home.
 - i. Wipe down counters, stove, microwave and sink.
 - j. Wipe down all tables and chairs. Stack tables on rolling racks with wooden spacers between tables. Chairs go into the closet on the rolling chair racks.
 - k. Make sure all lights are turned off (inside & outside) and the all doors are locked.

Thank you for using the Town Hall

If you have any questions or problems, please call 608-424-3848.

Please do not throw garbage, sanitary products, diapers etc. down the toilets and the fountain in bathroom hall is not to be used.

Tables need to be stacked on the larger trolleys top to top with the wooden spacers in between to prevent scratching. These are stored along the wall on the east side of the hall.

Chairs need to be stacked on the chair trolleys and put into the closet. Any chairs that do not fit on the trolleys can be stacked in the closet.