

Town of Montrose  
Rules for Use of the Town Hall  
Final Checklist

RULES

1. No fasteners which penetrate any surface of the walls, ceilings, floors or outside hard surfaces may be used. Decorations may not include glitter.
2. No smoking inside the building
3. Clean up and vacate by midnight, inside and outside the building.
4. No pets or animals, except for certified helper animals.
5. No sale of alcohol; any alcohol must be provided entirely free to event participants.
6. Renter supplies all food, dishes, silverware, dishcloths, etc.
7. Renter may use the marquee during the event and must return the letters to storage in proper order by as part of cleaning up.
8. The hall and town property must be restored to its original condition by the renter, including resetting the thermostat to a low power setting. (60 for heat; 80 for A/C)
9. Any damages to equipment, extra clean up (inside and/or outside) property and/or facility will be charged to the renter.
10. 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.
11. The Town Clerk in consultation with the Town Board reserves the right to refuse service to any group or individual.
12. Doors need to be locked and keys must be dropped through the mail slot, located at the south side office door on or before midnight of your event. If keys are lost, you are responsible for the cost of changing locks and key replacements.
13. No weapons allowed on town property.
14. Carefully supervise children. This property has a ditch running through it and is adjacent to the Sugar River.
15. Any public health order which may be in effect at the time of your event must be obeyed.

CHECKLIST

- A. All food and drink and supplies provided by you should be removed from the premises – please check the fridge and freezer.
- B. You have a key to the garbage dumpster, and the recycle dumpster is available. Please bag garbage and recyclables and dispose of them there.
- C. New bags in the garbage cans
- D. Restack tables and chairs. Use spacers and stack tables top to top.
- E. Check thermostat; leave water trickling if the temps are going below 10 degrees at night.
- F. Check that lights are off, and doors locked; drop keys through the office door slot.

Questions/Problems: Call or text 608-424-3848

3/3/2021



