

**RENTAL AGREEMENT  
DAYTON TOWN HALL**

The following policies apply to all groups receiving permission to use the Dayton Town Hall. Please read and understand all before signing this form.

I \_\_\_\_\_ will be renting the Dayton Town Hall on the following date \_\_\_\_\_ for the following hours of use \_\_\_\_\_ for the purpose of \_\_\_\_\_.

I agree to pay a deposit of \$100.00. I understand that up to \$50.00 may be refunded after inspection of the building and premises by a person authorized by the board of the Town of Dayton. I understand that any expenses incurred for repairs or cleaning will be deducted from the deposit. Any expenses over the deposit fund will also be charged.

I represent a non-profit organization and agree to pay a rental fee of \$50.00 per time.

I represent a Civic or Governmental organization and can use the Town Hall free of charge for meetings.

I represent a profit making organization and agree to pay a deposit plus a rental fee of \$200.00 per day. I understand that up to \$100.00 may be refunded.

\* I understand that no rummage or second hand sales are allowed.

\* I understand that no items or decorations may be attached to the walls, floors or ceiling.

\* I understand the building is a non-smoking building.

\* I understand that the building and premises will be left in the same condition it was found. I understand the floors will be swept or mopped, if needed. Garbage and recyclables must be removed from the premises. Any custodial cost will be deducted from the deposit.

\* I understand that an authorized agent of the Town of Dayton will be permitted to enter the premises at all times in order to inspect the premises to determine whether the renter is complying with the rental agreement.

\* I understand that intoxicating liquor or fermented malt beverages (beer) is not allowed in the building or on the premises.

All bookings will be reviewed by the Dayton Town Board for approval.

The Town Board officials reserve the right to revoke permission to use the facility at any time.

In addition, as the responsible person of the user group, I agree not to hold liable the Town of Dayton for loss or damage of personal property or injury arising from the use of the Town Hall.

I \_\_\_\_\_ will be held responsible for the condition of the Dayton Town Hall and the premises on the date and times stated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Person Must Be A Resident of Dayton Township and 18 Years or Older)

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Approval:  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Town Board Member or Town Clerk)

**Contact Jeff Henneman at 715-942-3576 as to when you want the building opened and approximate closing time.**