

TOWN OF SUN PRAIRIE

TOWN HALL RENTAL INFORMATION

The Town Hall is public property, built and maintained by the taxpayers of the Town of Sun Prairie. We ask your respect and cooperation to keep the property in good condition.

The following should be observed:

Leave the building as clean as when you entered.

A broom and dustpan are available for clean up.

A mop and pail should be used for spills, tracking of snow, rain and mud.

Accidents do happen (in the kitchen, or with the tables chairs, etc.) please identify the problem with a note.

The master fuse box is in the garage, which is locked. All the electrical outlets are numbers as to breaker (fuse) switch. Please spread out the appliances you may use among outlets with different numbers (two heavy users, coffee pots and roasters should not be on the same circuit number).

The room is approximately 48 feet by 18 (to 24) feet. Sixty-five people can be seated comfortably at tables. (List of furnishings and kitchen supplies on bottom of page.)

Check list (refer to when leaving)

1. The hall and bathrooms have exhaust fans. The hall fan switch is identified, located on the north wall on the east end of the room (by the office door). The kitchen has a small fan which filters the air back into the room. Please check that all fans are off when you leave.
2. The windows may be opened - check to see that all windows are shut and locked when you leave.
3. During the heating season put the thermostat at 58 degrees when you leave.
4. Shut off all lights (restrooms, kitchen and hall lights). The exterior lights are on a timer, you do not need to do anything with them. The red "exit" lights remain on at all times.
5. Lock all doors - the south door is locked on the outside, but can be opened from the inside to exit.
6. The hall has air conditioning. If you turn the air on, please make sure that is turned off when you leave.

The emergency phone number for fire, police and EMS is 911. The address of the Town Hall is 5556 Twin Lane Road, just north of the intersection of Twin Lane and CTH T.

No long distance phone calls are allowed.

Please do not drag the chairs and tables across the floor.

Custodian: Jerry Hahn 628-2834

Clerk: Claudia Quick 837-6688 (office), 837-2956 (home),

Equipment List

- ~ 78 chairs, 14 tables
- ~ 1 conference table

Kitchen Items:

- ~ Refrigerator
- ~ Stove
- ~ microwave
- ~ 2 - 100 cup coffee makers
- ~ various other kitchen utensils (knives, mixing spoons, etc)
- ~ 6 serving coffee pots
- ~ 2 cooking pots
- ~ 2 stainless steel pitchers
- ~ plastic spoons and forks (various)

TOWN OF SUN PRAIRIE
TOWN HALL RENTAL CONTRACT

_____ hereby agrees to rent the Sun Prairie
Town Hall for _____ day(s) at \$_____ per day. Beginning at _____ o'clock a.m./p.m.
on _____ and ending at _____ o'clock a.m./p.m.
on _____.

_____, renters of the Town Hall also hereby agree to pay for any
damages to the building or it's contents while it is being rented and used. A certificate of insurance
may be requested.

Anticipated Use _____ Number of people expected _____

Renter's Signature _____ Phone Number _____ Date _____

Name of Company or Business (if for commercial use) _____

Signature of Town Representative _____ Date _____

Rates as follows:

Town Resident - personal use (includes kitchen)	40.00/day
Town Resident - commercial/business use	75.00/day
Non-resident - personal or business use	100.00/day
Kitchen use only	10.00/day
Youth Groups (4-H etc.)	no charge
Governmental groups (extension office, drainage district, plan commission etc.)	no charge

Keys are to be picked up from the clerk, please make arrangements as to time.

Fees are payable upon receipt of keys

If you wish to cancel your reservation, please notify the clerk (837-6688) as soon as possible.

**Town of Sun Prairie
Key Policy
Policy/Standard Operating Procedure**

A. Purpose of this Procedure: To provide a standard procedure for accounting for hall and office keys.

1. All keys are to be distributed by the Clerk.
2. All elected and appointed officials will sign for a key and agree to not loan their key out.
3. If an incumbent resigns, not re-elected or re-appointed, the key must be returned to the Clerk, on the effective day of such action.
4. Keys that are needed by persons renting the Town Hall will be signed out no earlier than the first business day prior to the event and must be returned no later than the first day following the event.
5. Keys needed by all others, for any other purposes, need to be signed out from the Clerk's office.
6. Failure to return the key may result in the cost of re-keying the Town Hall to be incurred by the person in question.

I, the undersigned, have read and agree to the above terms:

Signature _____ Date _____

Print Name _____

I am a(n) () Elected Official – my term expires _____

() Appointed Official

() Building Renter

() Building Inspector

() Other _____

Key # _____

Date Issued _____

Date Returned _____