



Doty Community Center Rental Form

STEP 1: Call the Community Center Coordinator (Linda) to see if date is available (715) 850-1878 or (715) 276-3769.

STEP 2: Fill in the information below

Rental Date: _____

Approximate Time of Use: From _____ to _____

Person Renting Hall: _____

(This person is responsible for payment and use)

Address: _____

Phone: _____ or _____

STEP 3: Read the rules and regulations below, then sign and date.

1. Vandalism, abusive or disorderly conduct is not tolerated. Violation will cause dismissal and closing.
2. DO NOT SIT ON THE TABLES OR STAND ON THE CHAIRS.
3. Private parties can not sell alcoholic beverages.
4. Midnight curfew.
5. No nails or tacks are to be used on the walls, ceilings, or tables for decorations. Tape is permitted so long as it is completely removed and does not cause damage.
6. Do not dump grease or coffee grounds in the sinks or toilets.
7. Bag your garbage and put it in the large cans, separating recycled items. Extra bags are under the sink. Garbage must be bagged or the deposit will not be refunded.
8. Clean the hall after use. You do not have to mop the floor, but you must wipe up any spills, wipe the tables, counters, refrigerator, and sweep the floors, including the bathrooms. Be sure the toilets are flushed and used paper picked up. Pick up any debris outside in the parking lot. If the town has to pay for additional cleaning, or has to pay to repair any damages, they have the right to use your rental deposit to cover the costs. If additional charges apply, you will be billed accordingly.
9. Replace the tables and chairs as you found them
10. Make sure all dishes are washed and put away.
11. BEFORE LEAVING: Make sure all doors are locked, all lights are off, and the thermostat is turned down to 50 degrees (winter) and the air conditioning is set to 80 degrees (summer).
12. The town does not assume any liability on groups or individuals attending the functions at the hall.
13. Do not enter fire station or town hall office area.
14. Absolutely NO PARKING or blocking entrances to the fire station.

I, the undersigned, have read this form and agree to the Rules and Regulations stated:

(Signature of Person Renting the hall)

(Date signed)

STEP 4: Make (2) checks payable to Town of Doty Treasurer

Doty Residents: (1) Check for \$50.00 for rental fee AND (1) Check for \$50.00 for deposit fee*

Non-Residents: (1) Check for \$100.00 for rental fee AND (1) Check for \$100.00 for deposit fee*

Meetings: (meetings not to exceed 3 hours) (1) Check for \$25.00 for rental fee AND (1) Check for \$25.00 for deposit fee*

*The deposit fee will be shredded after everything has been inspected and no additional cleaning was required, or damage to the hall, building, or property was found.

STEP 5: Mail both checks with this signed form to Town of Doty, 14899 County Road T, Mountain, WI 54149

KEYS: Arrangements will be made with the building coordinator.

Additional Hall Information: The hall seats approximately 127 people and has a full kitchen, including a refrigerator, oven, microwave, and dishwasher. You must supply your own cooking utensils. The hall also has a limited amount of silverware, dishes, and cups.