

## **F. DAMAGED PROPERTY:**

Users of the public meeting room are expected to respect public property. The Town will seek recourse for any vandalism or destruction of village property via all available means. Fees may be charged for furniture and equipment damaged beyond normal wear and tear. Fees may be charged for excessive cleaning of the room required beyond normal use.

## **G. OTHER RULES:**

Pickup Key: contact the town clerk at 715-276-6856 to pickup the key. Key must be returned within 2 business days after the function.

Food and Beverage Service: Serving of food and beverages is permitted in the meeting rooms provided all leftovers are removed from the premises and all garbage is removed. All tables, chairs, counters, kitchen appliances, etc., are appropriately and immediately cleaned upon the conclusion of the activity.

Alcoholic Beverages: The sale of alcoholic beverages on the Municipal property is prohibited unless a picnic license has been approved by the town board.

Smoking: Smoking is prohibited within all municipal buildings.

Controlled Substances: The use or possession of any controlled substance within any municipal building is prohibited.

Behavior: Boisterous or unruly behavior is prohibited within all municipal buildings or upon the site occupied by the municipal buildings.

## **H. VIOLATIONS OF USE POLICY:**

Violators of the policies and rules established from time to time for the use of the Municipal Building meeting rooms may be subject to a municipal citation and shall be prohibited from future use of town facilities.

These rules are subject to change as time and circumstances dictate. Any necessary changes will be made by the Townsend Town Board.

## **I. AGREEMENT**

See next page for agreement.