

# Town of Long Lake Town Hall Usage Application

(PLEASE PRINT)

Date(s) requested: \_\_\_\_\_

Time(s) requested: \_\_\_\_\_  
(Time requested must include Applicant's set up and clean up time.)

Purpose: \_\_\_\_\_  
\_\_\_\_\_

## Responsible Party Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

## Release of Liability

For and in consideration of the use of the Log Lake Town Hall, our group hereby agrees to indemnify and save harmless the Town of Long Lake from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization, and hereby agrees to reimburse the Town of Long Lake for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

\_\_\_\_\_  
(Responsible Party Signature)

\_\_\_\_\_  
(date)

## Town of Long Lake Town Hall Usage Policy

- A. Town Hall Application** - All reservations for the use of the Town Hall shall be made through the Town Clerk or a Town Supervisor. Requests should be made a minimum of five (5) business days before the event. Town functions will take priority. Reservations will be honored on a first-come, first-served basis.
- B. Eligibility** – Town Hall usage responsibility will be granted to Town of Long Lake property owners only.
- C. Responsible Party** - Each group must designate a responsible party. Their responsibility shall include supervision of the group using the Town Hall and keeping it clean. The responsible party will provide a list of all individuals included in the Town Hall usage granted under this application.
- D. Maintenance of Town Hall** – Town Hall must be returned to its original condition after each use.
- E. Alcoholic Beverages and Tobacco** – The Town Hall is an alcohol-free and tobacco-free facility.
- F. Town Hall Accessibility** – Town Hall is locked when not scheduled for use. Applicants are responsible for turning on and off the light and well electrical switches mounted on the south wall and locking the entrance door. Prior arrangements must be made with the Town Clerk or a Town Supervisor to obtain and to return a key.
- K. Heating & Cooling** - Heating and air conditioning settings are pre-set and shall not be adjusted without permission.
- L. Restroom and Emergency Exits** – A handicap accessible restroom is available and the main facility entrance is handicap accessible. Emergency exits are clearly marked.
- M. Keys** - Keys shall be available for pickup two (2) business days before the event. Keys must be returned to the Town Clerk or issuing Town Supervisor no later than the next business day after the event. With prior arrangement, Applicants may return the key by leaving it inside Town Hall and locking the door when leaving. Keys cannot be returned by mail.
- N. Comments & Suggestions** - Your comments and suggestions are appreciated.

Put comments, suggestions or additional Town Hall user names here;

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**COMPLETED AND SIGNED FORM MUST BE FILED WITH:**

Mick Givens, Clerk  
Town of Long Lake  
N1432 Burma Road  
Sarona, WI 54870  
[clerktownoflonglake@centurytel.net](mailto:clerktownoflonglake@centurytel.net)