

The Town of Richfield Board has determined the following rules for renting the Town of Richfield Town Hall.

1. Renter shall arrange time to pick up keys 1-2 days before rental by calling Sandi Schill at 652-3958.
2. All trash and recyclables should be picked up, separated and put in the appropriate garbage cans. Full garbage bags should be put in the dumpster outside.
3. The Richfield Town Hall is a SMOKE-FREE facility, no smoking in the building.
4. Chairs and tables that are used should be clean and arranged as found. Restrooms should be cleaned. The entire building should be cleaned including sweeping and mopping if necessary. Mops and brooms are available at the Town Hall.
5. Renters of the Town Hall shall be responsible for any damage that occurs.
6. Send rental and deposit fee with this contract in order to guarantee your date(s) reserved.
7. When finished at the Town Hall please leave the key on top of the microwave. Make sure all doors are locked and exit out the west doors, making sure door is locked behind you.
8. There will be an inspection of the building after the rental to determine if your deposit will be returned.
9. Cancellation Policy: If a reservation is cancelled before 30 days of the rental date, the full deposit and ½ of the rental fee will be returned. If the reservation is cancelled 30 days or less of the rental date, only the deposit will be returned.

The Town of Richfield Board would like to thank you for your cooperation.

In case of any problems at the Town Hall, please call one of the following: Sandi Schill (652-3958), Walter Schroeder (652-2786), Don Fox (676-3315), Jim Good (676-3932) or Jerry Taylor (676-2898).

I, the undersigned, agree to the rules listed above.

Signature of Renter

Date

Date of Rental: _____, _____
Month Day Year