

TOWN OF DARIEN

Walworth County
Wisconsin

RULES AND GUIDELINES FOR THE USE OF THE DARIEN TOWN HALL

The Hall is available for use by Town Residents and Town business. The responsible party must be at least 21 years of age and Town Resident. In the case of a Town Business an officer of the company may be the responsible party.

It is requested that permits be applied for seven (7) days prior to intended date of use. The use will be determined, in part, subject to availability. Official Town meetings supersede any other intended use, with proper notice to potential users. Permits may be obtained from the Town Clerk during regular business hours Monday – Friday. Completed permits and the deposit fee must be submitted to the Town Clerk. A Town Board member will have responsibility for the approval of permit.

A deposit fee of \$50 will be charged to all parties wishing to use the Town Hall.

The building will be returned to its original condition. If any damage is detected or the building is left unkempt, the damages and /or cleaning fee will be deducted from the deposit fee. When the building is inspected, and found to be in compliance with these regulations, the deposit fee will be returned in full within three (3) business days.

No food or drink will be allowed outside of the meeting room and kitchen area. All garbage and paper must be properly removed.

No children will be allowed unsupervised at any time. If a youth activity is planned, there will be one adult present for every ten children (those under the age of 18 years).

Defacing of the walls/ceilings with posters, pictures or notices is not permitted.

The building is to be used for free events. Permits will not be issued for events with admission charges, class charges, rummage sales, etc.

Hours of use will not extend beyond 12:00 midnight.

Should any organization or group desire to use the building on a regular basis, the Board of Supervisors must approve this request. The Board has the right to terminate this agreement at any time.

Any waiver from the above stated regulations must be approved by the Board of Supervisors.

The Darien Town Hall is a tobacco and alcohol free building.

The Town of Darien does not discriminate based on sex, age, race, or religion.

Building capacity is 50 persons.

Building Coordinator
Marilyn S. Larson, Clerk
Town of Darien