

Town of Montrose  
Rules & Final Checklist

1. General Rules for Use of the Town Hall

- a. Scheduling will be done by the Town Clerk 608-424-3848
- b. A reservation form can be printed from our website at [townofmontrose.com](http://townofmontrose.com), one can be mailed to you or you can pick one up at the Town Hall.
- c. One check for the deposit of \$100.00 and a separate check in the amount of \$100.00 for residents or \$250.00 for non-residents. The deposit and rental fees need to be made payable to Town of Montrose.
- d. No smoking is allowed
- e. No pets, except helper dogs, are allowed in or around the town hall.
- f. Sale of alcoholic beverages is not permitted unless you have been issued a Class B liquor license (picnic license) from the Town of Montrose.
- g. You must furnish all food, dishes, silverware, serving utensils & dishcloths etc.
- h. No staples, tacks, scotch tape or masking tape is allowed on the walls or ceiling. The Town of Montrose has painters tape that may be used. This tape is supplied by the town.
- i. Letters are available for your use on the outside display case. They are found in the kitchen closet. Please take them off board when your event is finished and return them to the closet.
- j. Clean up is the renters responsibility and must be restored to its original condition. If this is not done, your security deposit will be kept (all or a portion) by the town.
- k. Any damages to equipment and/or facility will be charged to the renter.
- l. The Town Clerk in consultation with the Town Board reserves the right to require security personnel to attend any function at the cost of the person renting the hall.
- m. The Town Clerk in consultation with the Town Board reserves the right to refuse service to any group or individual.
- n. All functions end at 1:00 a.m. This includes clean up time.
- o. Please see that no one play across the ditch, around the sign, throw stones anywhere or hang on the coat racks.
- p. Please turn down heat or air conditioner before leaving.
- q. Return key promptly to the Clerk after your event. There is a mail slot in the office door that can be used.
- r. No tent stakes may be pounded into the blacktop.
- s. No weapons allowed on town property

## 2. Final Checklist

- a. All garbage and recyclables need to be separated and put into the outside bins. A key for the garbage bin is attached you the key ring with the hall key.
- b. Put new garbage bags in garbage cans.
- c. Make sure all trash is picked up outside and any cigarette butts are pick up also.
- d. Mop bucket can be filled using the smaller bucket under kitchen sink.
- e. Sweep all floors and mop if necessary. In the summertime with high humidity it is recommended to spot mop as the floors get very slippery and take a long time to dry.
- f. Clean out both refrigerators and take your food home.
- g. Wipe down counters
- h. Wipe down all tables and chairs. Stack tables on rolling racks with wooden spacers between tables. Chairs go into the closet on the rolling chair racks.
- i. Turn heat down to 55 degrees and leave air conditioner on at 72 degrees if the humidity is high otherwise turn to 78 degrees.
- j. Make sure all lights are out (inside and outside) and the doors are locked.

Thank you for using the Town Hall

If you have any questions or problems, please call 608-424-3848.