

TOWN OF KINNICKINNIC

General Rules for Permit Application and Use of Town Facilities

1. The Town Board reserves the right to refuse the use of certain Town facilities when it determines it would be in the best interest of the Town to do so.
2. All permits shall be revocable and shall not be considered as a lease. The Town Board or its authorized agent may reject any application or cancel any permit. It may be necessary, on occasion, to pre-empt usage for Town requirements. Any rejection, cancellation or preemption of any application/permit must have the approval by the Town Chairperson with notification to the user within 48 hours or sooner, if possible.
3. Regular town activities shall have priority regarding the use of any Town facility, provided the Town Clerk is notified 5 days in advance. In the event of unresolved schedule conflicts, the Town Chair shall have the final determination of use. Final priority for users in the same classification will be based on the date of reservation for use.
4. Applicants will be informed by telephone or furnished a copy of the permit for the use of town facilities after approval is completed by Town Clerk. Billing will be prepared by the Town Clerk for charges or fees pursuant to this policy.
5. If the facility is used for a shorter period of time than indicated the fee will remain the same and if used for a longer period of time than indicated, the fee for use will increase. Failure to notify Town Clerk of cancellation or reduction in time will result in original charges to the user.
6. The Town Clerk shall provide the proper key of the Town Hall for the user. An appointed person shall inspect the facility after use. This person will also order custodial work as needed after final inspection. Cost of custodial work and other charges are to be billed to the user.
7. Permit holders may not assign transfer sublet or charge a fee for the use of facilities.
8. All local and state ordinance and laws if the sheriff and fire department must be observed. Permit holders are responsible to provide competent and adequate supervision for all activities. All users must observe the rules for facility use as posted.
9. Furniture and equipment owned by the Town shall not be moved from the Town Hall unless approved by the Town Clerk.
10. Permits shall agree to indemnify and hold harmless the Town for any and all damages by any person or persons attending the activity, and indemnify the Town against any and all liability and any and all damages to any person or persons. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity, and the Town must be listed as an additional insured.
11. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit. The use of any intoxicating beverages or liquors anywhere in or on the premises is prohibited unless proper permits are obtained. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited.

The Town Hall has a capacity of 99 people, going over that limit could result in fines and shut down of your event.