



5750 Old Town Hall Road  
Eau Claire WI 54701  
(715)834-3257  
Fax (715)834-3325  
townofwashington.wi.gov

**Reserved for Office Use**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Exempt from Fee     Key Request Form Signed

**PERMIT FOR USE OF TOWN MEETING/TRAINING ROOM**

<b>Date of Use:</b>		<b>Hours of Use:</b>	Including set-up time
<b>Issued To:</b>		<b>Representing:</b>	
<b>Address:</b>		<b>Phone No:</b>	
		<b>Key Pick-up:</b>	* Date:                      Time:
			(* must complete Key Request Form)

**Use:** The Town of Washington permits use of the Meeting/Training Room for the purpose of meetings and training sessions to the Town of Washington based organizations and associations, all government entities, and businesses. The Meeting/Training Room hours are Monday – Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m.

**Current Fees:**

Room Use of 4 hours or Less - \$50.00

Room Use of more than 4 hours - \$100.00

**Conditions:** The Undersigned will comply with the following conditions:

1. If room use is after business hours, the Undersigned must pick up the key the same day of use prior to 4:00 p.m.
2. There shall be no hanging of materials on doors, windows, walls, or ceiling with tapes, pins, tacks, nails, or adhesives.
3. Sales of any kind are not permitted on Town property unless authorized by the Town Board.
4. This is a non-smoking facility; no smoking allowed within 25 feet of the building.
5. During business hours, all those in attendants need to stay in the meeting room, in the east hallway or outside during breaks. Please be considerate of our office and do not linger in front of our office area and PLEASE use cell phones outside.
6. Vehicular traffic and parking is restricted to the blacktop area only. Note fire department reserved spaces.
7. Catered or prepared foods are allowed to be brought on site. The kitchen is not to be utilized for food preparation.
8. Place all trash in the proper receptacles, wash coffee pots and utensils, and wipe up spills.
9. Return the tables and chairs exactly how you found them (Board Meeting set-up).
10. Windows and doors must be closed and locked and lights turned off before leaving. If issued a key, the key must be placed in the designated key location before leaving the building.
11. The premises must be returned to the same condition as when the use period commenced.
12. If the facility requires more than the normal clean-up time, you will be charged \$25.00 per hour for additional cleaning.
13. **Room occupants may not exceed 70 people. Carpooling is strongly encouraged.**

The Undersigned agrees to be liable for all damage to the said premise and for all property damage and personal injury liability to any and all third persons arising out of the use of the premises under said permit. I further agree to indemnify and hold harmless the Town of Washington and its agents and employees for any liability arising out of the use of the said premises under this permit. The Meeting/Training Room may be used for lawful purposes. If used outside of its intended use or for illegal activities, you will be subject to an additional fee of \$100.00 and/or to possible legal action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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