

TOWN OF PRAIRIE LAKE

MEETING ROOM AGREEMENT

The Meeting Room of the Prairie Lake Municipal Building is available for use by the public. In order to use the facilities the following requirements will apply:

- Usage by Town of Prairie Lake residents (and their guests) only.
- A deposit of \$50 is required upon signing of this agreement. Said deposit will be returned in full if premises are as they were before use. (The Town Board may, at its discretion, waive this requirement.)
- Since there is an alarm system that needs to be disarmed and re-set, the services of a person from the Town Board or in the employ of the Town will be needed. The cost for this person's services would be \$30. Should a person who is familiar with the alarm system volunteer his/her services in this regard, this charge would be waived.
- The shop and office would be kept locked and out of bounds of users.
- The needs of the Town Board would take precedence as far as usage (it would not be available on Board meeting times or elections, etc.)
- The person signing this agreement is a resident of the Town and accepts responsibility for any costs incurred in returning the facility to the state it was prior to use.
- Proof of liability coverage of user must accompany this agreement.
- A signed "Release from Liability" form must also accompany this agreement.

I have read the foregoing statements and understand them. I do hereby agree to abide by the conditions as set forth.

Signed: _____ Date: _____

Your name: _____ (print) Tel #: _____

Address: _____

Name or type of group: _____

Date & time room needed: _____

Maximum number of people in room at any one time: _____

- Checks for \$50.00 & \$30.00 (if applicable) enclosed.
- "Release from Liability" form enclosed.
- Copy of liability insurance coverage for the person signing this agreement enclosed.