



TOWN OF BAILEYS HARBOR FACILITY USAGE RULES/REGULATIONS

(Town Hall, Lower Meeting Room, Recreational Park, Kendall Park, East Town Hall Lawn, School Park)

1. Reservations for on-going facility usage cannot be made for more than six months at a time. Reservations for single events cannot be made more than six months in advance.
2. If more than 24 hours for set up is needed before the scheduled event and more than 24 hours for clean-up is needed after the scheduled event, then additional fees will apply. Please see Fee Schedule for rates. Please note: The Town also reserves the right to limit set up and clean up time to less than 24 hours before and after the event. Early set up before the scheduled time will not be allowed unless previously approved by the Town. No extra time will be given for clean-up. If for any reason clean-up is not complete at the end of the agreed upon time; the extra fee will be taken from the deposit. **The Town of Baileys Harbor is not responsible for the theft and/or damage to any property belonging to any group or individual(s) utilizing a Town facility, building or park grounds.**
3. The Town reserves a right to cancel reservations if needs of the Town require the usage of the facility or building at any time in which case the deposit and use fee will be refunded.
4. The Town reserves the right to request written verification of “non-profit” status.
5. All signage for events taking place must be approved by the Town prior to the event.
6. Any group or individual(s) utilizing a Town facility, building, or park grounds is/are expected to leave it in as good a condition as it was found. The group or individual also agree to be responsible for any damage caused to the facility, building or park grounds while they are utilizing it and will be billed for any damage and the associated costs of the repair.
7. If any event involves the distribution of alcohol a Certificate of Liability must be attached to the application, and an appropriate permit must be obtained from the Town Clerk.
8. If you intend to use a tent for your event, please contact our Public Works supervisor at (920) 421-0704 to meet on site to stake out the location of the tent in order to protect any underground system from damage. Any damage caused by the tent stakes will result in the loss of deposit and you will be billed for the total cost of the repairs.

Your tent supplier **MUST** schedule an appointment with our Public Works department to insure the proper placement of the tent.

BAILEYS HARBOR TOWN HALL USE RULES

Maximum Occupancy #146

- **Decorating:** Please use the aluminum/cork rails provided for hanging posters, pictures etc. No nails, thumbtacks, tape, etc. are to be used on the walls, woodwork or light fixtures. Nothing should be attached to the stage curtains, and no glitter/confetti may be used. Decorations may be added to the entrance hall. Any items that are hung from the ceiling either in the entrance hall or auditorium would have to be installed by the Baileys Harbor Public Works Department and will be billed accordingly (see Fee Schedule for rates). No candles or any decoration with an open flame is allowed. Remove all decoration before leaving the hall, aside from those that are installed by the Public Works department.
- **Furnishings:** No chairs or tables are to be removed from the building. Please wipe off all tables and chairs and leave the hall as you found it. If you set up extra tables or chairs, put them back where you found them.
- **Kitchen:** No silverware, china, coffee pots, etc. are to be removed from the building. All dishes and utensils must be washed in the dishwasher on the SANIWASH cycle. All items must be put away in their proper place. If items are left out or not washed, you will be charged a \$35.00 cleaning fee. Be sure the range/oven, counter tops and refrigerator have been wiped clean and floors have been swept and any spills have been cleaned up. You must provide your own detergent, towels. Make sure filled garbage bags are securely tied shut; they will be disposed of by the Baileys Harbor Public Works department.

DO NOT USE ANY PRODUCTS FROM THE CABINETS (OR FROM THE REFRIGERATOR) MARKED "PROPERTY OF THE SENIOR CENTER". IF THIS HAPPENS YOU WILL BE CHARGED AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.

- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48 hrs, after that they will be disposed of.
- **Absolutely no pets of any kind allowed in the building except guide/therapy dogs.**
- **No smoking is allowed in the building.**
- **No posting on windows or glass doors.**
- **If you or a member of your group drives across the grass in a vehicle you will lose your deposit and will be liable for the cost of repairs.**

We hope you enjoy using the Baileys Harbor Town Hall and appreciate your cooperation.

BAILEYS HARBOR LOWER MEETING ROOM

- **Decorating:** No nails, thumbtacks, tape, ect. are to be used on the walls, woodwork or light fixtures. No glitter/confetti may be used. No candles or any decoration with an open flame is allowed. Remove all decorations before leaving the lower meeting room.
- **Furnishings:** No chairs or tables are to be removed from the building. Please wipe off all tables and chairs and leave the meeting room as you found it. If you set up extra tables or chairs, put them back where you found them.
- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48hrs, after that they will be disposed of.
- **Absolutely no pets of any kind allowed in the building except guide/therapy dogs.**
- **No posting on windows or glass doors.**
- **If you or a member of your group drives across the grass in a vehicle you will lose your deposit and will be liable for the cost of repairs.**
- **No smoking is allowed in the building.**

We hope you enjoy using the Baileys Harbor lower meeting room and appreciate your cooperation.

BAILEYS HARBOR RECREATIONAL PARK

- **Decorating:** No nails, thumbtacks, tape, ect. are to be used on the walls, woodwork or light fixtures. No glitter/confetti may be used. No candles or any decoration with an open flame is allowed. Remove all decoration before leaving the Recreational Park.
- **Furnishings:** No chairs or tables are to be removed from the building. Please wipe off all tables and chairs and leave the hall as you found it. If you set up extra tables or chairs, put them back where you found them.
- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48 hrs, after that they will be disposed of.
- **Absolutely no pets of any kind allowed in the building except guide/therapy dogs.**
- **No smoking is allowed in the building.**
- **Fish Boils:** You may have fish boils at the Recreational Park if they are done on the gravel, off to the side. All wood and materials used for the fish boil must be cleaned up and removed.
- **Garbage:** Bring your own garbage bags, fill, tie and **TAKE WITH YOU**. Any garbage left behind will result in a **MINIMUM CHARGE OF \$10.00** and will be deducted from your deposit.

We hope you enjoy using the Baileys Harbor Recreational Park and appreciate your cooperation.

BAILEYS HARBOR KENDALL PARK

- **Decorating:** No nails, thumbtacks, tape, ect. are to be used on the woodwork. No glitter/confetti may be used. No candles or any decoration with an open flame is allowed. Remove all decorations before leaving Kendall Park.
- **Furnishings:** No picnic tables/benches are to be removed from the pavilion. Please wipe off all the picnic tables/benches and leave the park as you found it.
- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48 hrs, after that they will be disposed of.
- **No posting on windows or glass doors.**
- **If you or a member of your group drives across the grass in a vehicle you will lose your deposit and will be liable for the cost of repairs.**

We hope you enjoy using the Baileys Harbor Kendall Park and appreciate your cooperation.

BAILEYS HARBOR SCHOOL PARK

- **Decorating:** No nails, thumbtacks, tape, ect. are to be used on the woodwork. No glitter/confetti may be used. No candles or any decoration with an open flame is allowed. Remove all decorations before leaving the park.
- **Furnishings:** No picnic tables/benches are to be removed from the park. Please wipe off all the picnic tables/benches and leave the park as you found it.
- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48 hrs, after that they will be disposed of.
- **If you or a member of your group drives across the grass in a vehicle you will lose your deposit and will be liable for the cost of repairs.**

We hope you enjoy using the Baileys Harbor School Park and appreciate your cooperation.

BAILEYS HARBOR EAST TOWN HALL LAWN

- **Decorating:** No nails, thumbtacks, tape, ect. are to be used on the woodwork. No glitter/confetti may be used. No candles or any decoration with an open flame is allowed. Remove all decoration before leaving the Town Hall Lawn.
- **Furnishings:** No picnic tables/benches are to be removed from the Town Hall lawn. Please wipe off all the picnic tables/benches and leave the Town Hall lawn as you found it.
- **Misplaced items:** Please make sure all your personal items go home with you. Any items left behind will be held for 48 hrs, after that they will be disposed of.
- **No posting on windows or glass doors.**
- **If you or a member of your group drives across the grass in a vehicle you will lose your deposit and will be liable for the cost of repairs.**

We hope you enjoy using the Baileys Harbor East Town Hall Lawn and appreciate your cooperation.