

# OSCEOLA TOWN HALL RENTAL AGREEMENT

W1476 County Road F, Campbellsport, WI 53010

## Use Agreement Terms:

1. \$100 per-day rental fee for Town residents is payable to the Town of Osceola in exchange for the front door **key**, located at W2170 Hickory Hills Ct,\* in Clerk mailbox. Additional "set up" or "take down" days will require an additional fee of \$25. Non-residents will pay \$150 per day rental fee. A check may be left in Clerk mailbox, Osceola Drop Box or mailed to the Town (see address above). **\$25 of initial fee is refundable** after the clerk confirms all terms have been met (#2 -4 below).
2. At completion of rented day, set the **thermostat** located by the office door to 55 degrees (winter-heat) or 75 degrees (summer-air). Turn off **lights**, including bathrooms and entry, and **lock** all interior (depress lock button) and exterior exit doors (push door shut securely). The **middle security light** remains lit (final switch closest to the kitchen).
3. Please clean the facility, including kitchen and appliances, after having used it. Custodian closet contains brooms & dust pans and mop, if needed. Combine kitchen garbage with hall garbage and tie bag securely, leaving in large 55 gallon bin or in hallway by back door, NOT outside. **USE the recycling bins** available in hall and kitchen for aluminum cans and other recycling: rinsed plastic & glass, thin cardboard, and clean paper. Clear refrigerator of all items lessee brought in for the day.
4. Hall key must be returned to the town clerk\* or Osceola Drop Box within 48 hours after event.

Cut below & RETURN ONLY LOWER PORTION to clerk with check

Rental Date: \_\_\_\_\_ Activity/Event: \_\_\_\_\_

Start time: \_\_\_\_\_ Approximate End time: \_\_\_\_\_

*I certify by my signature that I have received, read, and understand the rental policies and use terms for the rental of the Town of Osceola Town Hall, and agree to abide by the rental policies and use terms stated on this form. I agree that failure to follow these policies and terms may result in fines or liability to the Town of Osceola, including deduction of amounts from the security deposit.*

Lessee (Print name): \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Rental Approved by:  
Kay Wege, Osceola town clerk  
920-212-TOWN (8696) #0  
[kwege@townofosceola.org](mailto:kwege@townofosceola.org)

Office Use Only:  
Check # \_\_\_\_\_  
Date Received \_\_\_\_\_

Updated 3/12/25