

**Resolution R2025-4**  
**Resolution to Establish Hall Rental Fees and Procedures**  
**State of Wisconsin • Town of Stubbs • Rusk County**

Whereas, the Town of Stubbs desires to establish policies and fees for the rental of the Town Hall to the public and to make these policies known,

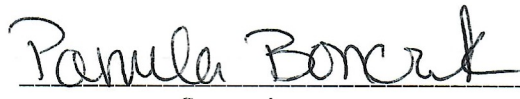
Therefore, be it resolved by the Board of the Town of Stubbs, Rusk County, Wisconsin That the rental fees and policies for use of the Town Hall be as presented with this resolution

This resolution is effective on publication or posting.

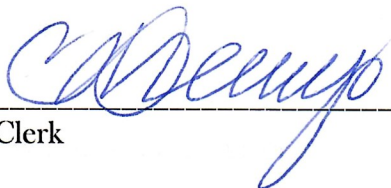
The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. Stats.

Adopted this 17<sup>th</sup> day of March 2025

Attest:   
Chairman

  
Supervisor

\_\_\_\_\_  
Supervisor

  
Clerk

18 Mar 2025  
Posted

**Town of Stubbs**

N3305 S. Hutchinson Rd, Bruce WI 54819

**REQUEST FOR RENTAL OF TOWN HALL/AGREEMENT FORM**

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**Person Responsible for rental:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Please send to: Town of Stubbs, <Address> with two separate checks; \$100 for deposit and \$50 for use of Town Hall.**

Person signing this agreement will be held responsible and asked that the following rules be followed:

- No smoking inside the building
- All garbage generated by the event must be removed from hall and taken away from the property.
- Building must be left in the same condition as it was found.
- Service dogs allowed in the town hall, **no other pets**
- Decoration on tables only - No decorations on the ceiling or walls
- Maximum Occupancy 60 people

The following items are available for use at your event:

- Stove, Refrigerator & Microwave (no frying foods allowed), coffee pots

Tables and chairs

**Rental fees and conditions:**

\$50 for use of the Town Hall  
\$100 deposit required (two separate checks required)

1. The fee may be waived at the discretion of the Town Board for non-profit organizations. (\$100 deposit still required)
2. If the Town Board agrees that the renter has fulfilled the terms of the lease, the deposit will be returned after the next town board meeting.
3. The renter will not be provided keys for the hall. The office, storage, and shop will not be available for use.
4. The Stubbs Town Board reserves the right to refuse use of the town hall on all or specific scheduled days and is responsible for informing the renter at least one week before a rejected scheduled day. The renter does not pay for any rejected date.
5. The renter accepts the Stubbs Town Hall in its present condition and will return the Town Hall to the same condition after each use. The renter agrees to remove any garbage or other refuse.
6. The Town of Stubbs is neither responsible nor liable for personal property, damage or loss. It is agreed by both parties that the Stubbs Town Hall is not to be considered a secure building.

Maximum Capacity: No more than 60 persons shall be permitted in the Hall at one time.

Building will be unlocked by a town supervisor at the beginning of the event and locked up at the end of the event. Rental includes use of the main hall, kitchen and bathrooms.

The renting party is responsible, and upon demand shall pay the Town of Stubbs for any and all damage to the Hall that arises from or is related to the rental of the Hall by the renting party. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, kitchen equipment or any other property owned by the Town of Stubbs.

The Town of Stubbs and its elected officials will not be held responsible for any injuries, illnesses or accidents incurred by anyone attending an event at the Town of Stubbs Hall.

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

Signature of Applicant

Approved by an elected town official on \_\_\_\_\_

Check received \_\_\_\_\_ Ck # \_\_\_\_\_ Amount \_\_\_\_\_

Deposit Fee received: \_\_\_\_\_ CK # \_\_\_\_\_ Amount \_\_\_\_\_

Questions? Please contact the Town Clerk