

VILLAGE OF ORFORDVILLE
303 E. Beloit Street
Orfordville, WI 53576
608-879-2004
VILLAGE HALL COMMUNITY ROOM
Rules & Regulations

The Village of Orfordville is proud of our facilities and request that you assist us in maintaining them and not abuse the privilege of using them.

1. **ALCOHOLIC BEVERAGES AND BURNING OF CANDLES AND INCENSE ETC. ON THE PREMISES ARE PROHIBITED. SMOKING IS ALLOWED OUTSIDE.**
2. The Community Room is the only space available for rent. No one is allowed in the Conference Rooms, Clerks Office, or Village Board Room. There is a bathroom in the main hallway of the building that you are welcome to use.
3. The Village is not responsible for personal articles left on the premises or for injury or accidents while using the facilities.
4. You are responsible for cleaning up the room after your event. This includes the following:
 - a. Wiping up the tables and kitchen counter
 - b. Wipe up spills on chairs
 - c. Bag up the trash
 - d. Pick up debris on the floor
 - e. Check bathroom and make sure it is clean after your event
 - f. Remove all decorations that you bring. **No Staples, thumbtacks, tape, or nails in the walls.**
 - g. Lock door when you are done.
 - h. Shut off coffee pot.
 - i. Leave door key in the drop box at the main entrance of the building.
5. There are five round tables and 40 chairs in the room.
6. A Coffee Pot is available to use. Please bring your own coffee. **Remember to make sure the coffee pot is off when you leave.**
7. A \$50.00 deposit is due at the time of sign up. The room is not reserved until the fee is paid. \$25.00 will be returned if the room is left clean and undamaged.

RESERVATION DATE: _____

RESERVATION TIME: _____

TYPE OF EVENT: _____

NUMBER OF PEOPLE EXPECTED: _____

NAME OF INDIVIDUAL OR GROUP: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____