

**Town of Highland**  
**Town Hall Building and Grounds Use Ordinance**

1. The Town Hall shall be available for town residents and interested groups when possible and no town activity is scheduled for that day and time.
2. The Town Board of the Town of Highland reserves the right to approve or reject all applications if there is a concern regarding public safety of the security of the building and/or contents.
3. The Town Hall is Tobacco Free.
4. No contents of the Town Hall are to be removed from the building. There will be no loaning of tables, chairs, or other property for personal use on premises not belonging to the Town of Highland
5. A Building Use application must be filled out and approval granted before any use of the Town Hall.
6. A \$50.00 Damage/Clean up deposit is required with all applications. The amount shall be returned to the applicant assuming the following items have been attended to:
  - a. Clean up is required with 24 hours unless arrangements specifically made with the Town Clerk.
  - b. All tables and chairs must be returned to the area where they were from.
  - c. No decorations are to be hung on the walls or the ceiling at any time.
  - d. All posters, placemats, tablecloths, utensils, plates, cups, bottles and the like have been cleared and disposed of properly. All garbage is to be bagged and will be taken out by the Town Crew.
  - e. All personal items and surplus material have been removed from the premises.
  - f. No damage to the structure or the contents beyond normal wear and tear has occurred.
  - g. The Building cannot be left open and unattended at any time.
  - h. A Town Official will check the building to determine if the cleanup is satisfactory and if the deposit is to be returned.
7. No alcohol will be allowed at any time on the premises without approval of the board and pursuant to Wisconsin State Statutes. This includes beer, wine and alcohol brought in by individuals.
8. At no time will access to the Fire Hall be allowed unless it is a Fire Department or Town Board sponsored event. It will be the responsibility of the applicant to ensure that no unauthorized persons are in the Fire Hall during the event.
9. No overnight camping will be allowed on Town Hall premises with the following exceptions:
  - a. Insured organizations chartered to provide community service may request to use town property for community service activities.

- b. Only short term primitive overnight camping will be allowed for organizations authorized by the Highland Town Board. Travel trailer camping is prohibited.
  - c. Authorized organizations must notify the Facilities Supervisor or Town Clerk at the least 24 hours before all day or overnight camping events.
  - d. Organizations are encouraged to notify the Town Board well in advance of scheduled activities to ensure that no other activities are already scheduled.  
Only one organization may use the town facilities at any time.
10. All applications will be processed on a first-come basis.

**Adopted this 11th day of May, 2021.**