



# Town of Plum Lake

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[www.plumlakewi.gov](http://www.plumlakewi.gov)

## USE OF TOWN OF PLUM LAKE RECREATION BUILDING or TOWN HALL

### RESERVATIONS:

- Reservations must be made for all activities and will be on a first-come, first-served basis.
- Reservations are to be made with the Clerk's office.
- Reservations should be made a minimum of 48 hours in advance of any activity.
- Fee(s): Resident: \$50 Deposit (refunded if clean and undamaged upon inspection).  
 Non-Resident or Non-Property Owner: \$100 Reservation Fee + \$200 Deposit (refunded if clean and undamaged upon inspection)
- If the activity is to be cancelled, 24-hour notice would be appreciated.

### RULES:

- The under-signed person of at least 18-years of age shall be present and assume responsibility for any activity.
- The building will not be open for less than 5 people.
- No street shoes are allowed for any sport activities.
- No furniture or equipment is to be taken outside the Recreation Building without prior approval.
- All lights must be turned off and all doors locked when leaving the building.
- The Town Board may restrict future use if the rules are not followed.
- Decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape string, etc. used to hang any decorations.
- Remove all trash and recyclables from the location.
- Wipe down all tables and return to their original locations.

*\*Failure to properly clean the facility and surrounding area will result in a fee for clean-up and forfeiture of Deposit.*

Name: (Must be at least 18-years old)		
Address:		
Telephone:		
Email:		
Requested Location: (Circle One)	Recreation Building Town Hall	
Date Requested:		Time Requested:

I hereby certify that I am assuming full responsibility for the use of the Town of Plum Lake Property and will be on site during the property's use:

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

Approved by the Plum Lake Town Board on \_\_\_\_\_ with the following stipulation(s): \_\_\_\_\_ Town of Plum Lake – Clerk or Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

2/2025 **Final approval of this application based on the approval of the Plum Lake Town Board.**

Issued Key Card# \_\_\_\_\_ or Key # \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_