

on behalf of itself, its members, guests and invitees, does/do hereby agree to the following:

1. The premises, equipment and facilities are accepted in condition as is.
2. The Hales Corners Village Board of Trustees and its individual members, Village employees and appointees, the Hales Corners Library Board and its individual members, Library employees, Library volunteers, the Hales Corners Historical Society, its officers, members and volunteers are all released from any and all liability and claims for any injury or damage to persons and property resulting from or during the User's use of the property.
3. The User shall hold harmless and indemnify all of those organizations, groups and individuals named in Paragraph 2 above from and against any and all liability for injuries, damages, losses, claims, judgments, demands, costs, expenses and attorney fees which may arise from the permissive use granted.
4. The User shall defend all of the parties named in Paragraph 2 in any legal actions which may be brought against them as a result of the User's use of the property. The cost of such legal defense shall be borne entirely by the User.
5. The use granted is for the purpose(s) noted on the "W. Ben Hunt Cabin Reservation Form".
6. The date or dates of such use is/are noted on the "W. Ben Hunt Cabin Reservation Form".
7. This release applies only to negligence and not to intentional or reckless acts.

Dated this _____ day of _____, 20 ____ .

name of organization

signature

title

W. BEN HUNT CABIN

Information for Applicants

1. PURPOSE

The purpose of the W. Ben Hunt Cabin is to perpetuate the memory of W. Ben Hunt, his work, and the principles for which he stood.

2. GUIDELINES FOR USE

Tours may be arranged subject to the availability of a guide. In addition, the Hunt Cabin may be used without charge by any organization which in the judgment of the Hales Corners Historical Society, serves a civic, cultural, or educational purpose of benefit to the community, and is non-profit, non-partisan, and non-sectarian in nature.

Hunt Cabin facilities may not be used for commercial demonstrations or sales promotion of products or services. No admission fee may be charged, except when paid registration is necessary to cover expenses for institutes, courses, or discussion groups with which the Hales Corners Library or Historical Society is cooperating. However, with consent of the Historical Society for each occasion, non-profit organizations may use the Cabin in their fund-raising activities.

The Cabin may be used between 8:00 A.M. and 9:00 P.M. Exceptions from these times will be considered on a case-by-case basis. Please consider arrangements for restroom facilities and drinking water when applying for use outside of library hours. With few exceptions, the Cabin is closed between December 15 and April 1. The Cabin has a legal capacity of 25. Larger groups can be accommodated as long as no more than 25 are inside the Cabin at one time.

3. APPLICATION

- A. Reservations should be made at least two weeks in advance, but no more than six months in advance. Exceptions from this schedule will be considered on a case-by-case basis.
- B. Applications for use of the Cabin are available by contacting Celine Kashishian at (262) 349-4208, the Hales Corners Library service desk, or online at www.halescornershistory.com. Requests will be approved or denied by the Hales Corners Historical Society. Time permitting, a letter approving or denying use will be sent to the individual named on the reservation form. Otherwise, a phone call will suffice.
- C. A single meeting or a series of meetings or events may be requested with the understanding that the event may be preempted for Society-related activities.

- D. Groups using the Cabin may be asked to help in setting up chairs and tables, etc. It is the responsibility of the entire group, but mainly of the person in charge, to see that the Cabin and contents are left in good order. The group using the Cabin is liable for damage occurring during the group's time of use. The cost of necessary additional cleaning or repairs will be billed to the reserving organization. Approval for use of the facilities may be denied after violations of these rules.
- E. No deposit is required for a tour or use of the facilities; however donations to the Hunt Cabin Fund are always welcome and appreciated, and can be given to the tour guide on duty or sent afterward to the Hales Corners Historical Society, 5885 South 116th Street, Hales Corners, WI 53130.

4. REFRESHMENTS

Light refreshments such as bag lunches, cookies, snacks; and beverages that involve no cooking may be served. Outlets are available to plug in a coffee pot. (A coffee pot is not included.) Groups are responsible for disposing of bags, packaging, cups, etc.

5. HUNT CENTER FACILITIES

- A. A full kitchen and adjacent large meeting room in the Hunt Center may be reserved by contacting the Hales Corners Library.
- B. Drinking fountains and restrooms are available on both levels of the adjacent Hunt Center and may be used during regular library hours.

6. EMERGENCIES

- A. A telephone is located in the closet of the "Kitchen" room of the cabin.
- B. If an emergency occurs, the person in charge of the group will deal appropriately with the emergency and share pertinent information with the member of the Historical Society in attendance and the librarian in charge. Library staff may be able to assist during library hours. A phone call to the library service desk is usually sufficient. That number is 529-6150.