

Process to Rent the Oakland Town Hall

1. Contact Town Clerk Laurie Dolsen at 715-399-0206 (hall) or 715-399-0339 (home) to check on hall availability.
2. Provide date(s) the hall is needed and event information (i.e., event type, will beer/liquor be on site, name of responsible renter, etc.).
3. If the date(s) are available, please download and print the Town Hall Agreement and Rental Rules from the town website (www.townofoakland.net) or request copies be sent to you from the town clerk.
4. Read, complete, and sign the Agreement and Rental Rules and submit the forms along with payment to the Town Clerk (can be mailed to 6152 S County Road K, South Range, WI 54874 or dropped off in the town hall mailbox at the same address).
5. Prior to the event, please contact custodian Stan Dzikonski at 715-817-0035 to arrange setup of the hall and pickup of the keys.
6. After the event, clean up the hall and leave it as you found it. Make sure all the lights are off and the doors are locked—leave the key on the kitchen counter.

FUNERAL DIRECTORS:

1. Contact Town Clerk Laurie Dolsen at 715-399-0206 (hall), 715-399-0339 (home), or 218-390-0008 (cell) to check on availability and confirm use.
2. Read, complete, and sign the Agreement and Rental Rules on behalf of the family and submit the forms along with any payment to the Town Clerk (can be mailed to 6152 S County Road K, South Range, WI 54874 or dropped off in the town hall mailbox at the same address).
3. Contact custodian Stan Dzikonski at 715-817-0035 to arrange setup of the hall and pickup of the keys.
4. After the funeral/luncheon, turn off all lights (including the bathroom), lock the doors before leaving, and leave the key on the counter in the kitchen.

Town of Oakland's policy in regards to funeral lunches held at the Oakland Town Hall for a deceased Town of Oakland Resident is as follows:

The Town Hall will be offered free of any rental fees for the family of a deceased resident of the Town of Oakland that wish to hold a funeral luncheon—depending on availability. There will be no length of residence qualification.

Verifying residency is at the discretion of the Town Clerk who schedules the use of the facility. If setup prior to and or cleanup after the luncheon is requested, a charge of \$30 will be charged to cover custodial costs.