

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 a check for the Rental Fee and a separate check for the Damage Deposit 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 **Dana Dolsen** at **218-390-8691** 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.

FUNERALS/CELEBRATIONS OF LIFE:

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. Complete and sign the Agreement and Rental Rules (on behalf of the family if a funeral director) and submit the forms to the Town Clerk (can be emailed to townofOakland@centurytel.net, 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 **Dana Dolsen** at **218-390-8691** to arrange setup of the hall prior to the funeral/celebration of life and to pick up 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.