



# Town of Plum Lake

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

## USE OF TOWN OF PLUM LAKE PROPERTY (Tables, Chairs, etc.)

### RESERVATIONS:

1. Reservations must be made for all property and will be on a first-come, first-served basis.
2. Reservations are to be made with the Clerk's office.
3. Reservations should be made a minimum of 48 hours in advance of any activity.
4. If the property is no longer needed, 24-hour notice would be appreciated.

### RULES:

1. A person of at least 18 years of age shall assume responsibility for any property.
2. Property must be returned to the town in the same condition as it was checked out.
3. Property must be clean and returned to its original location(s).
4. The undersigned is responsible for any damaged or missing property and agrees to pay any costs\* associated with replacement or repair of the borrowed property.

*\*Costs of repair or replacement will be determined by the Town of Plum Lake.*

Property (Items) Requested	Quantity	Date(s) Needed	Pick Up Date	Return Date

Name (must be at least 18 years old): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that I am assuming full responsibility for the above listed Town of Plum Lake property:

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

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

Town Signature: \_\_\_\_\_

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

For Office Use:

Return Date: \_\_\_\_\_ Good Condition: \_\_\_\_\_ With Damage: \_\_\_\_\_ Missing Items: \_\_\_\_\_

(Note Damage or Missing Items on back of this form.)

## Town of Plum Lake Property Damage & Missing Items Report

Property (Items)	Quantity	Damaged or Missing

Property (Items)	Cost of Replacement or Repair	Date Paid

I hereby certify that I have paid the costs of repair or replacement for the above listed Town of Plum Lake property:

Signature: \_\_\_\_\_  
 Town Signature: \_\_\_\_\_

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

Additional Notes: