

WOMEN'S CIVIC LEAGUE OF PORTAGE, INC.  
HOUSE RULES  
(Revised 5/25/2024)

1. All organizations meeting regularly at the Civic League Clubhouse must post a copy of their year's program with the Civic League Hostess.
2. Any Organization or individual wishing to use the Clubhouse must contact the Civic League Hostess (608-742-7744) to relay information to Tour Chairperson or House Co-Chairpersons.
3. Organization donation (noted below) includes use of the kitchen, dining room, living room, upstairs bathroom and main floor powder room, dishes, silver, silver service, punch bowl, (2) 30 and 12 cup coffee makers, as well as the card tables and chairs.
4. Organizations, other than the Civic League, shall furnish their own dishtowels, dishcloths and table linens.
5. All serving equipment can be found in the cupboards and drawers in the dining room, except for the two right doors which contain the personal property of the Hostess.  
Coffee makers are found on shelves above landing at bottom of first set of steps.  
All items in the kitchen cupboards and drawers are the personal property of the Hostess.  
Civic League supplies are located in the bottom right drawer by the sink.  
Card tables and chairs are stored in the front hall wall closet and are to be folded and returned to the wall closet after the event.  
Designated antique, upholstered chairs must NOT be used.  
All equipment is to be cleaned and returned where it is found. Silver service should be left with tops open after being washed and placed on the buffet to dry completely.
6. For Insurance purpose, NO cooking or baking is allowed. Mini electrical appliance must be plugged into kitchen outlets only.
7. Alcoholic beverages may NOT be served with the exception of champagne and/or white wine.
8. Hostess and/or Civic League representative must be present at all events held at the house and will insure that cleanup is satisfactory.
9. SMOKING, LIGHTED CANDLES AND FIREARMS ARE PROHIBITED at all times.

HOUSE DONATION/USAGE RULES

Guide Tours: Adults - \$5.00; Children - \$2.00

Organization Meeting: Light Refreshments - \$25.00 payable at event

Catered or Pot-Luck Events: \$75.00 refundable security deposit payable when event is booked plus \$75.00 donation payable no later than one week prior to the scheduled date.

\*Arrangements MUST be made in advance

\*Attendance may not exceed 30 people

\*Set up and Clean up is the responsibility of the booking party

THE CLUBHOUSE IS NOT HANDICAPPED ACCESSIBLE

DONATIONS BY CASH, CHECK OR MONEY ORDER PAYABLE TO THE  
WOMEN'S CIVIC LEAGUE OF PORTAGE