

Rental Rules & Regulations

Rental Fees

Meeting Room:

Any continuous 6 hours between
8:00am - 11:00 pm \$75.00

additional cost per hour \$10.00

Security Deposit \$50.00

Gymnasium - \$20/hour, 2 hour min. \$40.00

Building features

Will accommodate 100 people by fire code
Heated

Kitchen with electric stove and 1 holding
cabinet for heating and warming only.

No cooking or frying in the kitchen

Refrigerator/freezer

No dishes or utensils available- we suggest
you use disposable paper products.

Restroom facilities are handicap accessible

Dumpster - **your trash MUST BE DUMPED
BEFORE YOU LEAVE!**

PROHIBITED/ALLOWS

No use of township phones

No alcoholic beverages of any kind

No gambling

No retail sales

No profane language

No disorderly conduct

Children and teenagers are to be
accommodated by adult chaperones or
sponsors at all times.

Parking is allowed in marked areas only.

No open flames except candles which are
allowed on tables for food service but they
must be securely supported on
noncombustible materials.

Reservations shall be made during regular
office hours Not more than one year in
advance. The security deposit and rental
fee must accompany a completed
application to secure the reservation.

Reservations:

Reservations are NOT transferable.

Can be made by telephone or by coming to the
building to view the facilities prior to renting.

No tentative dates accepted

Rental fee, security deposit and completed application
must be received before a reservation can be
finalized.

Renter must contact office to make arrangements for
building access prior to rental date.

Return of Deposit:

The building will then be inspected after each rental to
be sure that no damage occurred and the building
was left clean.

Your security deposit is refunded to you after the
Township has received the inspection report from
the cleaning company.

If the building is damaged, the amount to cover such
damage or cleaning will be deducted from the \$50.00
deposit. If this is Not sufficient to cover the expense,
the person or group who made the reservation will
be held responsible for additional payment.

Conditions for Rental

You must be 21 years of age to rent the building.
Every person shall use the building subject to the
Rules & Regulations of the Township Trustees.

At the Township's option you may be required to pay
a security officer to be present during your period
of rental.

WARNING:

Violations of any of the rules and regulations
will result in criminal charges.

All applicants are asked to read these rules
and adhere to all regulations.