

SHIAWASSEE TOWNSHIP

3719 Grand River Rd

P.O.Box 86

Bancroft, MI 48414

Phone 989-634-9700

Fax 989-634-8301

TDD/TTY 711

Email – shiaclerk@yahoo.com

Rental of Community Room Rules and Regulations

- Rental Time 8:00am to 12:00am
- Hall Rental Fees are as follows:
 - **Sunday – Thursday**
 - Security Deposit \$150.00
 - Resident Rental Fee \$60.00
 - Non Resident Rental fee \$100.00
- Early Setup fee \$50.00
- **Friday & Saturday**
- Security Deposit \$150.00
- Resident Rental Fee \$100.00
- Non Resident Rental Fee \$150.00
- Early Setup fee \$50.00
- Resident only Sunday – Thursday 4 Hours for \$40.00 (Funeral Diner). If longer than 4 hours then it's the full rate of \$60.00.
- Keys will be picked up at the Clerk's office on the Monday from 9 am – noon, or Thursday from 10 am – 3pm. You may return keys in the Township drop box.
- Early Setup will be allowed based on other events, and only on the day before between the hours of 5:00pm and 8:00pm only.
- Capacity of township hall – maximum 108 people with table and chairs 232 with chairs only.
- No smoking in or near the building.
- No beverages containing any amount of ALCOHOL are permitted no township property.
- MUSIC equipment can only be plugged into the designated outlets in the Southwest Corner of the Community room. Failure to comply could result in a tripped breaker and it WILL NOT BE RESET.
- No pets permitted
- NO decorative FLAMES OR CANDLES. Chafing pan heat is allowed.
- Decorations are to be confined to tables – NO decorations on walls, windows, doors, ceilings.
- ***Do NOT Drag tables or chairs across the floors.***
- Activity outside is to be supervised.
- If something gets broken or damaged, it is to be reported to the clerk's office by calling 989-634-9700

- Remove all decorations and tape from all the tables and chairs.
- All tables and chairs MUST be returned to original positions.
- Check Restrooms (empty waste basket, make sure water is off and toilets are FLUSHED).
- Remove all food from refrigerator and clean the Microwave, if used.
- Remove all trash and place in the outside dumpster at the end of the building past the last fire bay door.
- Clean hall when finished (Sweep, Mop floor if needed, clean counter in kitchen).
- Remove all items of personal property brought into Shiawassee Township premises.
- You must be 18 years of age to rent the hall from the Township, you must provide proper identification (IE valid driver's license or state of Michigan ID card).
- Reimburse Shiawassee Township for any damages to the building, equipment, grounds, facilities or premises caused by Lessee and/or guests, agents, servants,
- Property is available for use during the hours of 8:00am to 12:00am. Any extension of that must be agreed upon in writing by all parties to this agreement.

I/We do hereby understand the foregoing rules and regulations and we shall strictly follow the same.

Date _____

Lessee signature _____