

## EMPIRE TOWNSHIP HALL RULES

Tenants and service groups who use the Township Hall are responsible for all damages and clean up. When a rental fee is charged for the use of the hall, a one-hundred (\$100.00) cash deposit will also be collected. This deposit will be used to cover damages and clean-up if the hall is left in an unsatisfactory condition. If damages or clean up are in excess of \$100.00, the person signing the Lease Agreement as Tenant will pay the additional costs. The Township custodian will make an inspection before any refunds are issued. If the hall is left clean and with no damages, the deposit will be returned. In cases of service groups where no fee is charged, the person signing the Lease Agreement as Tenant will pay for any damages or clean-up costs.

In addition to the conditions above, the following rules apply to all persons using the Township Hall:

1. If alcoholic beverages are to be served, the Tenant must provide the Township with a 24-hour host provision (supplied by tenant's insurance carrier) with a minimum of \$300,000 coverage.
2. No permanent attachments are allowed on Township Hall property. **No nails, tape, thumbtacks, or pushpins are allowed on the township hall's walls, floors, woodwork, or exterior siding.**
3. Clean main hall wooden floor with **water only**.
4. Return chairs and tables to their proper areas.
5. The interior and exterior hall, including restrooms, must be picked up and left in a clean, orderly, and sanitary condition.
6. Remove garbage, both inside and outside of the hall, to the dumpster behind the hall.
7. The following rules apply if tenants are using the kitchen facilities:
  - Wipe the following surfaces with hot soapy water: Sinks, stove, refrigerators (inside & outside), shelves, counters, kitchen floor, and main hall tables.
  - Remove food and beverages from refrigerators
  - Return items to their proper location in cupboards/shelves
8. Turn off lights and fans when leaving.
9. Make sure heat is turned down and **all doors are locked when leaving**.
10. No smoking is allowed at any time in the Township Hall and the emergency exits must not be blocked.
11. Materials/supplies may only be stored in the hall's storage areas for 24 hours prior to and 24 hours after an event, unless permission has been received from the Township Board to permanently store in the hall. All items stored must be clearly marked with the organization's name and telephone number.
12. All damage must be reported to Township personnel at once (Custodian: 231-326-5491). **Short-term rental keys must be returned to the Township Hall scheduler within 24 hours after an event.**