

# NORTHERN TOWNSHIP

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## NORTHERN TOWN HALL USAGE AGREEMENT

Available for Occasional Use ONLY

### RULES:

1. Users **must** sweep floors and wash off tables after use. If used, kitchen and bathrooms must be cleaned.
2. Tables and chairs must be arranged as found (lift-don't slide) and no furniture is to be removed from the building. Any furniture brought into building must have protective footings.
3. Renter must provide own supplies, ie.: dishes, cups, utensils, dish towels/cloths, etc. for own use.
4. User's garbage must be removed. The township will NOT be responsible for refuse but will provide garbage bags.
5. A maximum of 85 people may use the building at any one time. Meeting or function must cease at midnight.
6. Any alterations/decorations must be pre-approved. **DO NOT put pins, nails, tape, etc. on walls and ceiling!!**
7. No pets, drugs or alcohol on premises. Smoking allowed outside building, with remains being placed in container.
8. Do not open windows. Use air conditioning, fan, or heat when needed. When done, turn air/fan off or heat lowered.
9. Do not block back doors.
10. If used, renter is responsible for key. If lost, renter will be responsible for the cost of changing locks.

NAME: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RENTAL DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_ USED FOR: \_\_\_\_\_

I understand that my group and I will abide by all the rules and regulations as written above, and that we are monetarily responsible for any damage to the premises over and above normal wear and tear.

\_\_\_\_\_  
(signature) Ph # \_\_\_\_\_

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Usage Fees: \$100.00 damage deposit & rental fee are required in advance (by separate checks) with deposit to be returned when the premises is approved after use.

	Event:	25 people or less:	26 people or more:
RESIDENT:	non-profit	\$ 75.00 per meeting	\$ 85.00 per meeting
	profit	\$140.00 per meeting	\$150.00 per meeting
NON-RESIDENT	non-profit	\$ 85.00 per meeting	\$ 95.00 per meeting
	profit	\$150.00 per meeting	\$160.00 per meeting

GOVERNMENTAL GROUPS: \$85.00 per meeting

### NO MEETING ROOM CHARGE FOR:

- 1) Non-profit youth group meeting. \$80.00 fee will be charged for any other event.
- 2) Governmental meeting that a Northern Twp Supervisor is involved in and representing Northern Township.