

## HALL RENTAL RULES

1. You shall be responsible for leaving the hall in the same condition you found it. Therefore, you are required to take the following action:
  - A. All garbage you generate must be put in **your plastic bags, then tied** and placed in containers located at the north end of the building.
  - B. Clean floors, tables, stove and refrigerator.
  - C. Do not turn thermostats higher than 68 degrees and turn them back to 55 degrees before leaving the hall (during heating season)
  - D. Turn off **ALL** lights and fans prior to departing.
  - E. Close **ALL** windows, lock the door and return the key the following business day.

**NOTE: Please be advised that you will forfeit your key deposit if you fail to comply with any portion of the rules.**

If the renter is denied a key deposit refund for any violation of the rules and they object, they shall be required to appear before the Board to state their case. All refunds shall be decided by the Board at a regular meeting.

I have read the above policy and understand that failure to comply will result in the loss of the deposit that has been made prior to renting the hall.

Date \_\_\_\_\_

BY ORDER OF THE WELLS TOWNSHIP BOARD

(Revision April 20, 2011)

## WELLS TOWNSHIP HALL USAGE POLICY

1. Rental of the hall shall be limited to the residents of Wells Township for their own personal and private functions such as wedding showers, baby showers and similar types of activities. No youth parties or events generating a profit shall be allowed.
2. Wells Township does not supply dishes or cooking utensils with the use of the hall.
3. All requests to rent the hall must be handled only by the Township Secretary on a first come first served basis by calling 786-0839 from 1:00 p.m. to 5:00 p.m., Monday through Friday. Each scheduled event shall be limited to 60 people. No events shall be booked beyond one calendar month. The entire transaction must be conducted by the Wells Township resident renting the hall. **(NO EXCEPTIONS)**
4. The fraudulent rental of the hall by a township resident for use by a non-township resident is not allowed. If such a fraudulent rental is made and later discovered by the township, the transaction will be void and the rental agreement and function canceled immediately. **If such a cancellation occurs, the \$50.00 rental fee and the \$20.00 key deposit shall be forfeited.**
5. Use of the hall during business hours Monday through Friday from 8:00 a.m. to 5:30 p.m shall be limited to governmental meetings.
6. All other set-ups and functions Monday through Friday shall start **after 5:30 p.m.** Set-ups and functions on Saturdays and Sundays shall start **after 12:00 noon.** **ALL** functions shall end at 11:00 p.m. each day. **(NO EXCEPTIONS)**
7. The key must be picked up at the Township Hall, 6436 North 8<sup>th</sup> Street by **3:00 p.m.** on the day of your event. If the event is held on a weekend, the key must be picked up on Friday or the day before a holiday by **3:00 p.m.** The key must be returned the next business day.
8. You must use the entrance at the north end of the building to deliver set-ups for your event.
9. No smoking or alcoholic beverages are permitted.
10. User must provide **CERTIFICATE OF INSURANCE** from a homeowners policy in the minimum amount of \$1,000,000.00 naming Wells Township as co-insured **PRIOR** to renting the hall.
11. The hall will be free of charge to:
  1. Children's organizations
  2. Governmental meetings
12. All **SET-UPS** for each event shall include six (6) bench tables, three (3) folding tables and twelve (12) chairs.
13. The hall rental is **\$50.00** with a separate **CASH DEPOSIT OF \$20.00** for the key.