

# GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

Office 231-334-3539

glenarbor@glenarbortownship.com

FAX 231-334-6370

## MEETING ROOM RENTAL/USE RULES\*

1. All use of the Town Hall shall be requested in advance and approved by the Clerk.
2. The township clerk or deputy clerk will schedule the Township's Meeting Room only during regular office hours.
3. A locking device code will be given only to a tenant who is a least eighteen (18) years of age. This code is good only for the time(s) of your rental. *Use the code to unlock the door, which will remain unlocked. Be sure to use the code again when departing to lock the door.*
4. **No alcoholic beverages** may be served or consumed in the meeting room.
5. **No smoking** at any time or in any area of the Townhall. No open flame.
6. No permanent attachments will be made to any walls, floors, ceiling, or other township property.
7. No tables, chairs, or other township owned equipment may be removed from the township premises at any time.
8. All users/tenants **MUST** leave meeting room table and chairs in the order in which they were found.
9. All lights **MUST** be turned off before leaving the meeting room.
10. All windows and doors **MUST** be closed and locked before leaving the meeting room. If you checked out a Meeting Room key, turn it back in at your earliest convenience.

\*Rules are subject to change by the Glen Arbor Township Board.  
Doc., Townhall Use, Meeting Room Lease Agreement 5.3.2019