

GLEN ARBOR TOWNSHIP
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TOWN HALL RENTAL/USE RULES*

1. All use of the Town Hall shall be requested in advance and approved by the Clerk.
2. Only the township Clerk or Deputy Clerk will make the Town Hall schedule 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. The code is good only for the time of your rental.
4. **No alcoholic beverages** may be served or consumed on township premises without first obtaining the consent of the Clerk and submitting the required insurance policy. See The Use of Alcohol on Township Property below.
5. **No smoking** in any area of the Town Hall. No open flame.
6. No activity which could cause harm to the hall or to persons within the hall will be allowed. (i.e. baseball, tennis, archery, paintball)
7. No permanent attachments will be made to any walls, floors, ceiling, or other township property.
8. No tables, chairs, or other township owned equipment may be removed from the township premises or used outside at any time.
9. All users/tenants **MUST** remove all trash, both indoors and out, from the kitchen, hall, and restrooms and place it in the dumpster located next to the garage in the parking lot. The key to the dumpster is hanging on the wall near the back door.
10. All users/tenants **MUST** wipe all kitchen surfaces with hot soapy water including the refrigerators, counters, sinks, stovetops, and ovens.
11. All table and chairs **MUST** be wiped clean and returned to their proper storage areas.
12. All lights and fans **MUST** be turned off before leaving the premises.

13. All windows and doors **MUST** be closed and locked before leaving the premises.
14. The user/tenant will pay for all damages to the hall and its equipment.
15. All damages **MUST** be reported to township personnel immediately. Township personnel will make inspection before any refunds are issued.
16. Use of Town Hall parking lot for guest parking is allowed. No cook tents or furniture shall be placed in the lot. Note that the lot will also be available for public use and should not be blocked off.
17. Town Hall rental does not include the use of any of the grassy areas surrounding the Hall.

RULES FOR USE OF ALCOHOL ON TOWNSHIP PROPERTY*

1. **No alcoholic beverages** may be served or consumed on township premises without first obtaining the consent of the Clerk. Such consent **must be requested in writing** and be presented to the clerk.
2. **No alcoholic beverages** are to be **sold** or **exchanged** on Township premises **for cash, in any form** (including cash bar, cover charges, donation, or other fees, etc.). If alcoholic beverages are to be served, the **TENANT MUST provide the Township a copy of their insurance policy (Host Liquor Liability Policy) showing the Township as additionally insured, in the amount of \$1,000,000.00.**
3. A Lease Agreement between the Township and the Tenant must be signed.
4. All other rules of the Town Hall apply.
5. All rental rates for the Town Hall apply.

* Rules are subject to change by the Glen Arbor Township Board.