

**MUNSON TOWNSHIP ROOM RENTAL POLICY
COMMUNITY ROOM - 12210 AUBURN ROAD**

Effective 3/24/98

1. Only one meeting or event per month is allowed per civic organization unless otherwise authorized by the Trustees, fee charged is \$50. All Permits are good for three months only--then renewable, and may be cancelled by the trustees if there is abuse to the facilities.
2. No continual commitment will be made to an organization that conflicts with a regular meeting day for a township function.
3. Fees and security deposit may be waived in part or in their entirety by township trustees for organizations. Organizations may include, but are not limited to, the following: school, religious/church functions, homeowners' associations operating under by-laws and including fifteen (15) or more homes, Scouts, 4-H Groups, YMCA/YWCA, senior citizens, etc. Township trustees have full discretion regarding waiver of any applicable fees.

A refundable security deposit may be required at the town hall for certain functions.

It shall be the policy of the Munson Township Board of Trustees to not rent the town hall for commercial purposes. The facilities are to be used primarily for non-profit functions or community organizations as determined by the township trustees (see examples above).

4. **Damage, or Security, Deposit** shall be \$50 unless otherwise specified. A one time damage fee of \$50 will be charged to groups for whom fees have been waived.
5. **Private Functions** such as Wedding and Anniversary receptions, birthdays, reunions, showers, graduations etc. will be charged \$75 residents, and \$150 non-residents. Security deposits are required for wedding receptions and are not included in the rental figures. If Liquor is to be served, see Liquor section. To qualify as a resident, the bride or groom, husband or wife, or one of their parents, siblings or children must live in Munson Township.
6. **Rental Agreements** are required by all parties using Munson Township facilities. All parties must schedule date, time, type of activity, hours to be utilized and number of people to participate in the event. No rental agreement or date is effective until the signed agreement is returned with appropriate deposits. All organizations, except official Munson Township bodies, are required to fill out a rental agreement.
7. **Liquor Section** - the Lessee must obtain approval of the Trustees at a regular meeting and may require a special one day liquor permit and insurance in the amount of \$500,000 which policy names Munson Township as an extra added insured. A refundable \$250 damage deposit is required in addition to the rental.

8. **All Security Deposits will be returned ~~7-10~~ ^{within 30} days after the event, less an amount sufficient to cover any damages or outstanding fees due to the township as a result of this function.** If damages must be assessed, the township office manager with concurrence from a trustee, will negotiate an amount with the applicant of this rental agreement.
9. **Kitchen Privileges** - Use of kitchen and/or appliances is \$50.00 per day in addition to rental fees. Munson Township does not provide dishes or utensils.
10. **Closing Time** - Functions are to conclude by 12:00am (midnight). Functions extending beyond this time will be charged an additional \$50.00.
11. **Rubbish Removal** - All rubbish removal is the responsibility of the lessee.

MUNSON TOWNSHIP COMMUNITY ROOM RENTAL
RULES AND REGULATIONS

Effective 3/24/98

Please read carefully

These regulations are a part of your Rental Agreement.

1. The lessee shall abide by all oral instructions and directives of the township representative.
2. Keys are to be returned to the township representative. You are responsible for locking all doors and extinguishing lights unless other arrangements have been made.
3. If you use the kitchen, clean up. Take all refuse off premises. If you move furniture, please rearrange at the conclusion of your event. Clean all tables used and spot mop especially dirty floors.
4. The hallway phone may be used by groups using the community room. The number is 286-9349 and is toll restricted. If a long distance phone call must be made there is a pay phone located outside the front door. When in doubt as to whether police, fire, or a township representative should be notified of a condition or problem, please call.
5. No guests are authorized to go beyond parking areas or appropriate portions of the building.
6. No parking in Fire Department designated areas. Front and north side parking areas shall be left for parking by firemen in the event of a fire or other emergency in the township. Please inform guests prior to your event of this, or designate someone to monitor parking with this in mind. The South side of the township building is limited to approximately 35 spaces. Additional parking may be available in auxiliary township parking lots.
7. You will be appropriately charged against your security deposit or otherwise, for violation of these rules and of the rental agreement.
8. Note - Maximum number of people is limited to 100.

Please, leave the building as you found it.

TOWNSHIP TRUSTEES: