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TRUSTEE

BEVERLY S. WALL
TRUSTEE

PHILIP D. YEITER
TRUSTEE

HALL RENTAL APPLICATION

Requested Day & Date _____

Name of Association _____

Name of Contact Person _____

Phone _____

Email Address _____

Today's Date _____

Time of use _____ # of people _____

INFORMATION

1. All tables and chairs must be put away and trash cans emptied.
2. No alcohol, candles or smoking.
3. No commercial uses, concessions or fund raising activities permitted.
4. Key Card must be picked up by 3:00 p.m. the day of use.
5. Key Card must be returned in the drop box the day of use.
 - a. Make sure the building is locked after the event.
 - b. Front Door: Pull the pin and check to make sure the doors are locked once you are outside.
 - c. Side Door (South side): Unlatch the door bar and check to make sure the door is locked once you are outside.
6. Security deposit in a form of a \$50 check is required.

I, the sponsoring adult, agree to be responsible for the above use of the Township Hall and agree to be in attendance at all times. I further accept all liability for damages to the building and/or equipment it contains, and agree to adhere to all building usage rules and regulations that apply to this facility.

By signing this form, I agree to all of the above.

Signature _____ Date _____

Official Use Only

Outlook

Security Deposit

Key # _____

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