

Garden Township Hall Policy effective May 12, 2020

This Policy is for the use of the Garden Township Hall. This policy applies to all who may use the Hall.

1. Availability

The Township Hall is open to the public and those using the Hall must comply with this policy or forfeit the right of its use. The Township Board authorizes limited public access to the Hall main floor (basketball court) and to the kitchens if so authorized by the Garden Township Representative.

2. Denial of Facilities: The Township Board reserves the right to refuse use of the facilities for cause.

3. Reservations: The Township Hall is available for use by any individual or organization on a first-come first-serve basis. The Township Representative shall record each reservation on a facility calendar.

Reservation forms, rental agreements, facility lease contracts shall be used to secure use of the Township Hall and to establish the terms such reservations are subject to. The reservation form, rental agreement, and facility lease contracts shall include a waiver that will hold the Garden Township harmless for any actions related to the event or use. This agreement may be amended from time to time as determined by the Garden Township Board.

Reservations forms, rental agreements, and facility lease contracts are available at the Township office.

4. Fees and Deposits

The Garden Township Board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of Township facilities by Township Board resolutions.

Check the "Fees for the Township Hall" for all fees. (Attached)

The fee shall be paid at the time the reservation is made. In case of a cancellation, the fee shall be returned.

5. Damages

Any damages will be invoiced to the party using the Hall.

If a key is lost the lessee or person responsible for signing for the hall will have to replace all the locks in the hall for a cost of \$1,500.00.

Township staff member and/or representative of the renter shall complete an inventory form recording the current condition of the Hall. The condition inventory shall be compared to the inventory completed prior to its use the day after.

If damage to the Hall has occurred, the Township shall invoice the renter/user for payment.

6. Hall Use Rules

- The person who signed the Hall Agreement must remain in the Hall at all times while using the Hall.
- Do not drop off children and leave the Hall, supervision is needed at all times. If this happens the adult will be barred from the Hall for any further use.
- No smoking is allowed within any part of the building. Cigarette waste is to be cleaned up from around the outside of the building following the rental event.
- Any decorating, that will be done prior to the rental time/date, shall be up to the Township's discretion. We will not permit affixing anything to the walls or ceilings in the Hall. All decorations must be removed prior to the end of the rental period. Any decorations left in the Hall will be disposed of.
- Do not drag tables/chairs across the floor.
- Basketballs will be checked out and signed for. Only one basketball will be issued at a time. Basketball or any other object shall not be thrown as to hit the ceiling tiles.
- If using the basketball court area only the restrooms may be used, do not enter either of the kitchen areas or storage areas at any time and stay off the tables.
- No open flames (i.e., candles, oil lamps, etc.) are allowed within the Hall. "Sterno" is the only open flame product approved for use. They must be used with chafing dishes only. Do not dispose of any used, or partially used, "sterno" containers at the Hall.
- It is the responsibility of the renter to ensure that the kitchen and bathroom facilities are left clean at the end of the rental event. All countertops, cabinets, sinks, and appliances are to be wiped down.
- Trash must be disposed of by the lessee of the hall. The Township is not responsible for providing trash bags.
- All leftover food and beverages must be removed from the Hall at the end of the rental event.
- Floors must be swept.
- Kitchen equipment and utensils must be washed and returned to their original storage.
- No rental event shall run past 2:00 am
- All lights in the Hall must be turned off upon leaving the facility. All entrances will be secured and locked when leaving the building either during the event or at the of the rental event.
- With the exception of a "Seeing Eye Dog", no pets or animals will be allowed in the Hall.
- No foul language or horse play shall be allowed in the Hall.

7. Alcoholic Beverages:

- Liquor is permitted on the premises (you must provide the permit), but cannot be in glass containers.
- If liquor is going to be served, it must be provided free of charge.

- Evidence of Host Liquor Liability Insurance coverage must be provided, with policy limits of \$1,000,000 per event, and Garden Township must be shown as an additional insured. Insurance must be in the name of the person or organization renting the Hall.
 - All liquor must be removed from the premises at the end of the rental event. Under no circumstances shall minors be served any type of alcoholic beverage.
8. Keys can be picked up the day of the rental event, and must be returned to the Township Repressive at the end of the rental event.
 9. All State and Federal laws must be followed and obeyed.

I understand agree that all parties occupying the Township Hall property during the rental event will abide by all of the rules and regulations set forth, and will be monetarily responsible for any damages that might occur while on the property.

Signature: _____ Date: _____

Address/Phone number: _____

Garden Township Waiver and Agreement
Effective May 12, 2020
For use of the Garden Township Hall

I, the undersigned, agree to the Garden Township Hall Rules and Policy.

I have read and understand that if violated I will lose the right to use the Hall in the future unless reinstated by the Garden Township Board.

I have made the inspection with the Township Representative of the Hall and agree that other than stated below the Hall is in good condition.

1. Please state what items from pre-inspection were damaged.

2. Please state condition of Township Hall after use.

I further agree to hold harmless Garden Township from any injuries or other accidents while using the Hall.

I also understand that if I allow others in the Hall I am responsible for their actions. Under no circumstances will I leave without clearing and locking the Hall.

I have paid the required deposit of _____ and understand that if there is any damage to the Hall I will lose the deposit and if the deposit does not cover the damage I will be invoiced for the amount above the deposit.

Signed this date: _____ by _____ (Person using Hall)

Print Name: _____ Phone Number: _____

Address: _____

Signed this date: _____ By _____ (Garden Township Representative)

Print Name: _____ . Checked and certified the Hall's condition before use.

Print Name: _____ . Checked and certified the Hall's condition after use.

RULES FOR GARDEN TOWNSHIP HALL

Effective May 12, 2020

1. The Township of Garden assumes no liability for loss, death, damage, or any kind of injury sustained by user or damage to or loss of user's property while using the Garden Township Hall.
2. The Township of Garden assumes no responsibility for loss, damage, or any kind of injury or accident to people or their property while using the Garden Township Hall.
3. User must have on file a copy of the waiver or release. Failure to have a signed waiver form will result in being asked to leave the Garden Township Hall. If you're under 18, your parent or legal guardian must sign the waiver form.
4. Parent or legal guardians are responsible for the supervision of their children under 18 years of age.
5. Hours of Operations:
Hours are based on need. A person requesting use of the Garden Township Hall must contact the Garden Township Representative at least five days prior to use to schedule date, time, and complete and sign necessary forms.
6. Caution and common sense should be exercised when using the Garden Township Hall.
7. No alcohol (see policy), smoking or drugs allowed.
8. No horseplay, violence, profane language, etc. shall be allowed in the Garden Township Hall.
9. The Garden Township Hall strives to provide a fun and safe environment for users. By using the Garden Township Hall, participants agree to follow all of the posted rules and regulations and understand that failure to follow these rules and regulations will result in being asked to leave the hall.
10. No staples and/or nails on any of the walls.
11. The Township is not responsible for loss or damage to anything left in the Hall while setting up for the rental event

I have read and understand the rules for usage of the Garden Township Hall.

Name/Date _____

FEEES FOR THE TOWNSHIP HALL

THESE FEES WILL BE EFFECTIVE IMMEDIATELY

CELEBRATIONS AND RECEPTIONS:

- **MUST PROVIDE COPY OF INSURANCE**
- **RESIDENTS -\$225.00 FEE & \$200.00 DEPOSIT**
- **NON-RESIDENTS -\$350.00 FEE & \$200.00 DEPOSIT**

ALL MEETINGS, BASKETBALL & OTHER GENERAL RECREATIONAL ACTIVITIES:

- **FREE FOR GARDEN TOWNSHIP RESIDENTS. THIS DOES NOT INCLUDE USE OF THE KITCHEN.**

NON-PROFITS

- **ALL NON-PROFITS ARE REQUIRED TO PAY A ONE TIME \$200.00 DEPOSIT**
- **AMERICAN LEGION, HISTORICAL SOCIETY, CHURCH ORGANIZATIONS, ETC.**
- **MUST PROVIDE COPY OF INSURANCE**

OTHER USES:

- **MUST BE BROUGHT TO THE HALL COMMITTEE FOR APPROVAL**

APPROVED BY THE GARDEN TOWNSHIP BOARD BY MOTION ON MAY 12, 2020