

TOWNSHIP RENTAL RULES AND GUIDELINES

PLEASE CONTACT BARB DUNN FOR HALL RENTALS – 517-627-4474

EAGLE TOWNSHIP RULES FOR HALL RENTAL

- All rental dates and times must be reserved with the Township Clerk or his/her designee. Reservations will be accepted no earlier than thirteen months in advance. Payment in full is required at reservation.
- *NO* alcoholic beverages are allowed in the hall or on the facility grounds.
- There is *NO* smoking within the hall.
- Decorations are to be placed on the tables only – no thumbtacks, scotch or masking tape, screws or nails are allowed on or in the paneling, center posts, fans or light fixtures.
- No candles may be lit in the facility.
- All garbage and trash must be removed at the end of the event – the Township does not provide facilities for disposal.
- At completion of the event:
 - All floors must be swept.
 - The kitchen must be neat, clean and in order.
 - Place soiled kitchen linens in the basket provided – the caretaker will launder and return them to the hall.
 - All windows must be closed and locked.
 - Lights and fans must be turned off.
 - Return thermostat to 55 degrees for furnace or 75 degrees for air conditioner.
 - Report any damage or breakage to the caretaker or **Clerk (the Township reserves the right to charge renter for damage(s)).**
- Do not move the piano.
- *ALL* tables and chairs must be returned to carriers.

Please note: The Township Board reserves the right to deny rental privileges for violation of these rental rules.

Rental Fees

Eagle Township Residents: \$200 (Includes \$50 Deposit)

Non-Residents: \$300 (Includes \$50 Deposit)

Revised 3/5/2014