

Peaine Township Hall

Rules and Guidelines

The Peaine Township Board encourages the use of the Peaine Township Hall (PTH) for personal, civic and/or commercial use and has adopted the following rules and guidelines. Official township meetings take precedent over all other hall usage.

- **Scheduling**

- Use of the PTH is subject to the discretion of the Township Board and must be scheduled at a minimum of 5 days in advance.
- The key to the Hall can be obtained at the Station by the meeting designee if you are scheduled to use the hall and appear on the calendar. The key will NOT be given to anyone without prior approval. The key must be returned to the station no than 8:30 AM the following day (10:00 AM Sunday)
- All arrangements must be made by Krysl Lyle: 231-649-1625.

- **Fees**

- No charge for the personal/private or civic use of PTH meeting area.
- Commercial use of the PTH, or any use of the kitchen is subject to a charge of \$25 per day and inspection.
- A \$100 deposit is required for the use of the kitchen. Return of the deposit is subject to an inspection and is further predicated upon compliance with these guidelines.

- **Condition of the PTH**

- Peaine Township taxpayers should not be expected to provide janitorial services for your use of the PTH. Leaving the hall without complying with the following bullet points with constitute a charge of \$25.
- All trash/garbage must be removed from the PTH
- If needed, tables must be wiped clean and floors swept and/or mopped.
- Tables and chairs must be returned to their original configuration.
- Renter is responsible for all damages and agrees to promptly reimburse Peaine Township for repairs.

- **Insurance**

- Persons must provide evidence of a homeowners or tenant's policy with personal liability limits \$100,000 or more.
- Commercial use of the PTH requires evidence of general liability insurance with limits of \$300,000 or more.

- **Other rules and guidelines**

- Decorations must be limited to tables only. Do not use tape, tacks, or other fasteners on wall, windows, woodwork, ceiling or light fixtures.
- No alcohol is permitted in the PTH or the parking lot.
- Smoking is not permitted in the PTH.

- **The board may adopt additional rules and guidelines as needed.**

Meeting Designee _____ Date _____

Township Authorization _____ Date _____

