

# Hall Use Policy Sherman Township Osecola County

**An agreement form MUST be signed for all Hall use by any group or person not conducting official Twp business.**

The following apply to **ALL** groups, clubs, and individuals using the Twp Hall.

## Availability

1. Rental of the Twp Hall is on a first come first served basis.
2. All reservations are made through the Twp Clerk.
3. Dates are only open if they do not interfere with meetings being held by the Twp board, planning commission, board of review, elections, etc. Reservations made far in advance are subject to cancellation if the need to hold a Twp meeting with no other date options comes up for which the clerk did not have prior knowledge.
4. Need of the Hall for funeral dinners will be accommodated with short notice to the best of the Twp's ability.
5. Reservations may be made up to one year in advance.

## Costs

1. A refundable deposit of \$100 must be given to the clerk to hold the date (deposit also applies for funeral dinners). A check is preferred which will be returned uncashed to the user after the keys are returned and a review is done to make sure the Hall has been cleaned.
2. Hall rental is based on an estimate of attendance given to the Clerk prior to the Hall use and increases in increments of 25 people.

0-25 people attending . . . . .	\$25
26-50 people attending . . . . .	\$50
51-75 people attending . . . . .	\$75
76 and over people attending . . . . .	\$100

**There is NO charge for using the Hall for a Funeral dinner if the person is being buried in Sherman Twp Cemetery or lived in Sherman Twp.** Charges maybe waved for use by other branches of Government and or political candidates wishing to use the Twp for town Hall style meetings.

## Rules.

1. The board has adopted the Nuisance Abatement Policy from the Central MI District Board of Health, and anyone using the Hall must also abide by this policy.

<p><b>Hall User – Please initial this box.</b>  I have read this page and agree to abide by  Twp policies. _____</p>
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2. No Alcoholic beverages allowed on Twp grounds or in the Hall.
3. No smoking allowed inside the Hall. No dumping of cigarette butts in the parking lot or yard.
4. No firearms or hazardous materials permitted at any time.
5. No decorations taped to walls, etc.
6. Twp board and/or staff are authorized to monitor the use of the Hall and to enforce all policies concerning its use.
7. When using the Hall for a funeral dinner, family and guests are not to obstruct access to the dirt stored on Twp grounds for use in finishing the grave closing. Violation of this rule may result in forfeiture of all or part of the deposit due to additional charges for the person closing the grave having to make a second trip out to finish the work.

### **Responsibilities**

1. The user is responsible for set-up and take down of tables, chairs, and any other equipment.
2. Hall is to be left in neat, clean and orderly condition including returning chairs and tables to approximately their original position, trash removal (especially if food has been served), vacuuming and sweeping (kitchen and bathrooms) if need be. Basic supplies are provided. Any Twp dishes used must be washed and returned to their places.
3. No food is to be left in the refrigerator – any food left will be thrown out.
4. Adequate supervision of any children attending the event for which the Hall is being used is the responsibility of the family/group using the Hall.

### **Liability**

1. Granting use of the Hall does not in any way constitute an endorsement of the group or individual, their policies or beliefs by the Twp Board.
2. The Twp Board is not responsible for any equipment, supplies, materials, clothing or other items brought to the Hall by any group or individual attending the gathering.
3. The person signing the Hall Use Agreement Form will assume legal responsibility for the cost of repair or replacement of damaged Twp property. He/She will also assume responsibility for the cost of any special cleaning necessitated after the use of the Hall.

<p><b>Hall User – Please initial this box.</b> I have read this page and agree to abide by Twp policies. _____</p>
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# Hall Use Agreement Form Sherman Township Osecola County

**An agreement form MUST be signed for all Hall use by any group or person not conducting official Twp business.**

Please fill out everything that applies to your situation. Thank you!

Name of person filling out this form: \_\_\_\_\_

Name of group or family: \_\_\_\_\_ Funeral dinner: Yes No

Contact information for person filling out this form:

address: \_\_\_\_\_

phone: \_\_\_\_\_ Is this home cell work?

best time to call: \_\_\_\_\_

Contact information we may need for someone else in the group or family:

name: \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_ Is this home cell work?

best time to call: \_\_\_\_\_

Date you would like to use the Hall: \_\_\_\_\_

Day of the week this date falls on: \_\_\_\_\_

Time of use: start of the event: \_\_\_\_\_ approximate end of event: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Will food or drink be served? Yes No

Date and time you would like to pick up the key: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

.....  
**FOR CLERK USE ONLY**

Deposit received: \_\_\_\_\_ (/ #) Key picked up as expected: Yes No

Payment received: \_\_\_\_\_ (/ #) amount: \$ \_\_\_\_\_

Key returned: \_\_\_\_\_ Hall check done: \_\_\_\_\_ by: \_\_\_\_\_

Tables/Chairs	Vacuuming	Sweeping	Trash	Refrigerator	Dishes	Notes

Deposit returned: Yes No date: \_\_\_\_\_ If no, why: \_\_\_\_\_

## Hall Use Agreement Form Receipt Sherman Township Osecola County

I, the Clerk of Sherman Twp, have received your signed agreement form to use the Twp Hall. The date you requested: is is not available. The date/time you would like to pick up the key is: \_\_\_\_\_ at \_\_\_\_\_, **OR** can be agreed upon at a later date. Please call 231-829-3707 to arrange. Keys may be returned to the Clerk or can be locked in the Hall when the group/family has completed their use.

I, the Clerk of Sherman Twp, have have not received your \$100 refundable deposit.

Deposits refunded in full – original uncashed check will be mailed to the Hall user within 10 days after the Hall is used and keys are returned **OR** may be picked up when returning the keys if a check of the Hall has been completed. Deposits of cash must be picked up in person at a mutually agreed upon time.

Deposits not refunded – if, upon checking the Hall, it is determined that special cleaning is needed or other violations of policy make it necessary to keep part or all of the deposit, a letter stating such and why will be mailed to the Hall user within 10 business days after the date of use.

I, the Clerk of Sherman Twp, have have not received full payment of \$ \_\_\_\_\_ for use of the Hall. Payment must be made before keys are picked up.

If No charge – circle one    Funeral dinner    Government    Political Candidate

Thank you for using the Sherman Twp Hall. If there are any questions or needs, please call Bethany Bolduc, Clerk at 231-829-3707 Sunday through Thursday 8am to 9pm. Friday 8am to 5pm. No Saturday calls please.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date