

MADISON TOWNSHIP HALL RENTAL AGREEMENT

Supply/Utility Fees

Weekdays and Evenings Monday thru Thursday \$50.00/day
Weekends Friday, Saturday and Sunday \$50.00/day

The supply/utility fee must be paid at the time of making your reservations. If you are making your reservations over the phone you will have 48 hours to bring the supply/utility fee into the office or your date(s) will be canceled.

Your supply/utility fee is non-refundable unless you cancel your reservations one (1) month in advance (some exceptions may apply).

Rules/Regulations

1. A deposit of \$100.00 will be required when picking up the key for the hall. The deposit will be returned to you upon return of the key and inspection of the hall and grounds.
 - a. Should any damage be found, your deposit will be held until the extent of the damage can be determined by the Township Trustees.
 - b. Once the Trustees have determined the damage, you will be given a bill which will include supplies and labor for the damages. If the amount of your bill is higher than the \$100.00 deposit, you will be responsible for paying the difference.
 - c. If the hall is left dirty (including but not limited to; tables, chairs, restrooms and carpets-vacuum cleaner will be provided) you will be charged a \$50.00 cleaning fee that will be kept from your deposit.
 - d. If garbage is not taken to the dumpster or not SECURELY BAGGED (trash bags are not provided) before placing in the dumpster, you will be charged a \$50.00 trash pick up fee which will be kept from your deposit.
 - e. If stains are left on the carpet, you will be charged a \$50.00 carpet cleaning fee which will be kept from your deposit.
2. All decorations will be confined to the hall and backdoor. No decorations on the mailbox, please. Decorations must be removed and disposed of or you will be charged a \$50.00 cleaning fee which will be kept from your deposit.
3. No alcoholic beverages in the hall or on the grounds. No smoking inside the building. An outside ashtray is provided. DO NOT throw cigarette butts on the grounds.
4. All items that are currently in the hall are on inventory and must be accounted for when you leave. Place tables, chairs and literature back where you found it. If any items are missing, they will be replaced and the cost will be kept from your deposit.

5. A reasonable noise level MUST be maintained at all times, as not too be heard outside of the hall. NO music or noise after midnight.
6. Make sure the rear door is locked and all lights are turned off upon your departure.
7. If you adjust the thermostat or turn on the air conditioning, you MUST turn it off upon your departure.
8. The key must be returned to the office on the following business day.
Office Hours
Monday thru Thursday
9:00 am - 12:00 pm and 1:30 pm - 5:00 pm
Friday
9:00 am - 12:00 pm and 1:30 pm - 4:00 pm
9. The Township Hall will NOT be used for business parties, sales, etc (examples: Tupperware, Home Interior, Mary Kay and Pampered Chef). The hall shall only be used for nonprofit events.

By signing below, I agree to all the above rules and regulations for rental of the Madison Township Hall.

Signature _____ Date _____