

# CRYSTAL FALLS TOWNSHIP, IRON COUNTY, MICHIGAN RULES AND REGULATIONS FOR TOWNSHIP HALL USE

ON JULY 9 , 2019 THE CRYSTAL FALLS TOWNSHIP BOARD, CRYSTAL FALLS, IRON COUNTY, MICHIGAN SET THE RULES AND REGULATIONS FOR THE CRYSTAL FALLS TOWNSHIP HALL.

THIS BUILDING IS INTENDED FOR THE USE AND ENJOYMENT OF ALL RESIDENTS IN THE TOWNSHIP. ALL USERS ARE EXPECTED TO RESPECT THE BUILDING AND ITS CONTENTS. SHOULD THERE BE ANY DAMAGE OR LOSS, THE USER WILL BE REQUIRED TO REPLACE OR PAY FOR THEM.

THE CRYSTAL FALLS TOWNSHIP BOARD MAY REQUEST A FEE FOR USE OF THE HALL OR DENY THE USE OF THE HALL TO ANY INDIVIDUAL OR ORGANIZATION.

THE RULES ARE AS FOLLOWS:

THE TOWNSHIP HALL MAY BE RESERVED IN ADVANCE BY CONTACTING THE CLERK OR DEPUTY CLERK. A CALENDAR WILL BE POSTED AT THE HALL WITH ALL RESERVATIONS MARKED, AND ANY ADDITIONS OR CORRECTIONS MUST BE CLEARED BY THE CLERK OR DEPUTY.

A PERSON IS RESPONSIBLE TO MAKE ARRANGMENTS TO PICK UP THE KEY DURING TOWNSHIP BUSINESS HOURS MONDAY-THURSDAY 9:00 A.M. TO NOON.

RENTAL FEES ARE BASED ON A RESIDENT REQUIREMENT. THIS FEE IS TO BE PAID TO THE TOWNSHIP CLERK PRIOR TO USE.

(CLERK SHALL DETERMINE THE AMOUNT OF THE DEPOSIT TO BE RETURNED, BASED UPON THE CONDITION OF THE HALL FOLLOWING THE USE PERIOD.)

THE TOWNSHIP HALL BUILDING IS EQUIPPED WITH WALL MOUNT AIR CONDITIONING UNITS REQUIRING ALL WINDOWS AND DOORS TO REMAIN CLOSED WHILE UNITS ARE IN USE.

NO SMOKING AND NO ALCOHOLIC BEVERAGES ALLOWED.

DECORATIONS ARE NOT TO BE PLACED ON THE WALLPAPER OR SIDEWALLS.

ALL EVENTS SHOULD END AT 11:00 P.M. AND THE USER SHALL CLEAN UP THE HALL AND REMOVE ALL DECORATIONS, WIPE DOWN TABLES AND COUNTERS AND PUT ALL HALL FURNITURE/SUPPLIES BACK IN PLACE.

USERS WILL BE RESPONSIBLE FOR TRASH REMOVAL. TOWNSHIP TAGS MAY BE PURCHASED.

ALL GROUPS, ORGANIZATIONS OR INDIVIDUALS SHALL BE RESPONSIBLE FOR DAMAGE AND LIABILITY ARISING FROM THE USE OF THE TOWNSHIP HALL FACILITIES. PROOF OF INSURANCE COVERAGE MUST BE SHOWN PRIOR TO USE. CRYSTAL FALLS TOWNSHIP INSURANCE DOES NOT COVER INJURIES OR ACCIDENTS ON TOWNSHIP PROPERTY WHEN TOWNSHIP OFFICIALS ARE NOT DIRECTLY INVOLVED IN THE ACTIVITIES BEING HELD AT THE HALL.

THE PERSON OR ORGANIZATION AGREES TO AND WILL SAVE AND HOLD THE TOWNSHIP OF CRYSTAL FALLS HARMLESS AND WILL INDEMNIFY THE TOWNSHIP FROM AND AGAINST ANY AND ALL LOSSES, DAMAGE, COST AND EXPENSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO ACTUAL ATTORNEY FEES, INCURRED BY THE TOWNSHIP AS A RESULT OF THE PERSON'S OR ORGANIZATION'S USE OF THE FACILITY AS HEREIN REQUESTED.

LOCK UP HALL AND DROP KEY IN THE DEPOSIT BOX OUTSIDE THE OFFICE DOOR.

**MAKE SURE ANY OPENED WINDOWS ARE CLOSED AND LIGHTS ARE TURNED OFF BEFORE LEAVING.**

THE CRYSTAL FALLS TOWNSHIP IS NOT RESPONSIBLE FOR ANY SNOW REMOVAL ON WEEKEND HALL RENTAL.

# CRYSTAL FALLS TOWNSHIP HALL USE AGREEMENT

## LIABILITY REQUIREMENTS

THE "TENANT/USER" SHALL PROVIDE A PROOF OF INSURANCE (CERTIFICATE) PRIOR TO USE, (THIS TO INCLUDE THE SET-UP DAY, THE DAY OF THE EVENT, AND THE CLEAN-UP DAY.) THE "TENANT'S/USER'S" INSURANCE AGENT CAN/WILL PROVIDE SUCH A CERTIFICATE. THE CERTIFICATE MUST SPECIFICALLY STATE THE "TENANT'S/USER'S" EVENT WILL BE COVERED FOR THE DATE(S) OF RENTAL AS WELL AS STATING THE DOLLAR AMOUNT OF THE COVERAGE AS DETAILED BELOW:

PRIVATE, INDIVIDUAL TENANT WILL NEED COVERAGE FOR THIS TYPE RENTAL IN THE \$100,000 TO \$300,000 RANGE BUT NOT LESS. THERE ARE A VARIETY OF WAYS THAT A "TENANT/USER" MAY CHOOSE FROM:

A STANDARD HOMEOWNER'S POLICY WILL COVER THE RENTAL OF THE HALL.

A RENTER POLICY (SIMILAR TO A HOMEOWNER'S POLICY) WILL COVER THE "TENANT" WHEN RENTING THE HALL.

A SPECIAL EVENTS POLICY MAY BE OBTAINED, IF THE "TENANT" DOESN'T HAVE EITHER OF THE ABOVE MENTIONED POLICIES.

CRYSTAL FALLS TOWNSHIP RESIDENTS - \$75.00 RENTAL FEE PLUS REFUNDABLE \$75.00 SECURITY DEPOSIT.

NON-TOWNSHIP RESIDENTS - \$150.00 RENTAL FEE PLUS REFUNDABLE \$75.00 SECURITY DEPOSIT.

RENT PAID: \_\_\_\_\_ SECURITY DEPOSIT PAID: \_\_\_\_\_

PROOF OF LIABILITY-INSURANCE:

HOME OWNER'S \_\_\_\_\_ RENTER'S \_\_\_\_\_

SPECIAL EVENTS POLICY \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

KEY PICK UP \_\_\_\_\_

KEY RETURNED \_\_\_\_\_

SECURITY DEPOSIT RETURNED \_\_\_\_\_

I/WE HAVE READ THE FOREGOING POLICY AND AGREE TO THE RULES AND FEES AS STATED. FURTHER, I/WE ACCEPT RESPONSIBILTY FOR ANY DAMAGES THAT MAY OCCUR DURING OUR USE OF THIS FACILITY.

DATE OF USE \_\_\_\_\_ TIME \_\_\_\_\_ FUNCTION \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

TOWNSHIP RESIDENTS \_\_\_\_\_

NON-TOWNSHIP RESIDENTS \_\_\_\_\_

# HALL RULES

FAILURE TO ABIDE BY HALL RULES WILL RESULT IN  
LOSS OF SECURITY DEPOSIT

- ❖ NO DECORATIONS ON WALLPAPER
- ❖ NO ALCOHOL
- ❖ NO SMOKING
- ❖ WINDOWS AND DOORS MUST REMAIN CLOSED  
WHILE AIR IS ON
- ❖ CLEAN HALL
- ❖ MAKE SURE WINDOWS ARE CLOSED
- ❖ LIGHTS IN BATHROOM AND HALL ARE TURNED  
OFF
- ❖ REMOVE ALL TRASH (EXCEPT BATHROOM)
- ❖ LOCK UP HALL
- ❖ RETURN KEY TO DROP OFF BOX