

Rules and Regulations for the Township Hall Use

Crystal Falls Township, Iron County, Michigan

On April 11, 2006, the Crystal Falls Township Board (in 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 clerk.
- A person is to pick up and return a key or request the township hall to be opened for them.
- Rental fees are based on a residential 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).
- No smoking and no alcoholic beverages allowed.
- All events should end at 11:00 pm and the user shall clean up the hall and remove all decorations, wipe down tables and counters, and put all furniture/supplies back in place.
- Decorations are not to be placed on the wallpaper or sidewalls.
- Users will be responsible for trash removal. Township bags 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 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 before leaving.
- The Crystal Falls Township is not responsible for any snow removal on weekend hall rental.

I/We have read the foregoing policy and agree to the rules and fees as stated. Further, I/We accept responsibility for any damages that may occur during our use of this facility.

Date: _____ Time: _____ Function: _____

Signed: _____

Organization: _____

Township Residents: _____

Non-Township Residents: _____

Crystal Falls Township Hall Use Agreement Liability Requirements

The “tenant/user” shall provide a proof of insurance (certificate) at least one week in advance, (this to include the set-up day, the day of the event, and the clean-up day). The tenant’s insurance agent can/will provide such a certificate. The certificate must specifically state the tenant’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 no less. There are a variety of ways that a tenant 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 – Refundable \$20 Security Deposit

Non-township residents - \$25.00 Rental Fee Plush \$20 Security Deposit

All government agency, charitable or church organizations are required to pay the refundable \$20 Security Deposit.

Rent Paid: _____

Security Deposit Paid: _____

Proof of Liability Insurance:

Home Owners: _____ Renters: _____ Special Events Policy: _____

Name: _____

Address: _____

Key Pick Up: _____

Key Returned: _____

Security Deposit Returned: _____

Hall Rental Questions

Name: _____

Date: _____ Time: _____

Phone: _____

Function: _____

Township Resident: _____ Liability Insurance: _____

Refundable Cleaning / Key Deposit: _____

Key Pick Up: _____

- No decorations on wall paper
- No Alcohol
- Lock up Hall
- Clean Hall Inspection _____
- Cleaning Fee / Key Deposit Return _____