

# Evert Township Hall Rental Agreement

An agreement form MUST be signed for all Hall use by any group or person.

Reservation Date: \_\_\_\_\_

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

Contact information for person filling out this form:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Funeral Dinner: Yes No

Time of Use: requested time of opening: \_\_\_\_\_

approximate end of event: \_\_\_\_\_

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

\_\_\_\_\_  
Date

A copy of the Rule and Responsibilities have been given to me. \_\_\_\_\_

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**FOR CLERK /SCHEDULER USE ONLY**

Payment received: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_

Hall Check done: \_\_\_\_\_ By: \_\_\_\_\_

Tables/chairs	Sweeping	Trash	Refrigerator	Dishes	Notes

Deposit returned: Yes No If No why? \_\_\_\_\_

Date of deposit return: \_\_\_\_\_ Check # \_\_\_\_\_

# Hall Use Policy Evert Township

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

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

## **Costs:**

1. A \$25.00 refundable deposit is due by Township Residents and Non Residents.
2. Township Residents cost to rent the Township Hall is \$25.00 per day of rental.
3. Non Township Residents cost to rent the Township Hall is \$50.00 per day of rental.
4. There is no charge for the following groups: The Lion's Club, The Quilt Club, 4-H's groups and Funeral dinners.
5. All rental agreements, costs and deposits are due 2 weeks before the rental date. Cancellation must be received two weeks prior to rental date. If cancellation notice is received less than two weeks prior to rental date, renter will forfeit rental fee and deposit
6. If a non-sufficient fund check is received as payment, the entire amount of rent plus the deposit will be due immediately in cash. The potential renter will forfeit the deposit to enable the Township to recoup cost incurred. The cash payment will be made to the Evert Township Clerk.

## **Rules:**

1. No Alcoholic beverages allowed on Twp Grounds or in the Hall.
2. No smoking allowed inside the Hall and within 50 feet of the building. Please do not leave your cigarette butts for us to clean up.
3. No firearms or hazardous material permitted at any time.
4. No tape of any kind may be used on the walls, etc. If tape is used on table(s) remove all tape and decorations.
5. No pets allowed.
6. No red punch or juice allowed.
7. The Township Board and/or staff are authorized to monitor the use of the Hall and to enforce all policies concerning its use.
8. Marijuana use is prohibited on Evert Township property.

<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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**Responsibilities:**

1. Applicant must be present at the hall for reserved function.
2. The user is responsible for the set-up and take down of tables, chairs, and other equipment. 4-5 tables with chairs may remain on floor.
3. Hall is to be left in neat, clean and orderly condition. Trash removal (renter must take trash with them, as there is no trash service at the Hall). Sweeping (kitchen, great room and bathroom). Basic supplies are provided by the Township.
4. Hall is inspected after each use. User will be held responsible for any missing items. This includes but is not limited to tables and chairs and for any excessive damage.
5. User will be held responsible for any damage.
6. No food is to be left in the refrigerator or freezer-any food left will be thrown away.
7. All personal items must be removed immediately after use of Hall.
8. Renter is responsible to wash all tables
9. All windows and doors must be left locked and drapes closed. Lights and ceiling fans are to be turned off. Thermostat set to 60 degrees.
10. 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.
11. Loud/boisterous noise should be kept at a minimum. Neighbors are close by to the Hall. Please show respect to them by keeping music at a manageable level.

**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 Township 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.

**Hall User-Please initial this box.**  
I have read this page and agree to  
abide by Twp policies. \_\_\_\_\_

3. The person signing the Hall Use Agreement Form will assume legal responsibility for the cost of repair or replacement of damaged Township property. He/She will also assume responsibility for the cost of any special cleaning necessitated after the use of the Hall.
  
4. The user shall hold the township harmless from any and all liability claims, demands, injuries or losses of whatever nature, sustained by the user. Users guests, invitees, caterers, musicians, and all other person or property on the premises of the hall, the parking lot or the building during the time set forth for user or those on his/her behalf are on the premises for set up or cleaning. This obligation for indemnification defense and hold harmless shall apply whether or not legal action is filed and shall further include indemnity expenses, reasonable attorney fees incurred by the township.

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