

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 or destroyed.
2. Hall rental fees are based residency, *(resident is someone who pays property tax to Sherman Twp or who is eligible to register to vote in Sherman Twp or a dependant of such resident)*

Resident.	\$50
Not a resident.	\$100

An additional fee maybe charged in the winter if snow plowing must be done especially for the rental event. Persons doing their own snow plowing will FORFEIT the entire deposit.

There is NO charge for using the Hall for a Funeral dinner if the person is being buried in Sherman Twp Cemetery or was a resident in Sherman Twp.

Charges may be waived 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.
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. The Hall has seasonal Garbage service. Check with the Clerk. If dumpster is being serviced, you will be allowed to use it. **Don't be caught holding the bag - plan to haul away your own trash.**
5. 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.
4. **The Township does not provide a phone on site. You must provide your own method of contacting 911 in case of an emergency. The hall address is 14292 21 Mile Rd., Tustin.**