

REGULATIONS FOR USE OF TOWNSHIP BUILDING

A fee of \$20 for one 24 hour period is hereby established as the rental fee for the municipal building for Township residents; if key is not returned within 48 hours the key deposit will be deposited into Township accounts and not refunded.

A fee of \$30 for one 24 hour period is hereby established as the rental fee for the municipal building for non-Township residents; if key is not returned within 48 hours the key deposit will be deposited into Township accounts and not refunded.

Security Deposit – A \$50 key deposit is required and will be returned if; when the room has been inspected has met the requirements listed below; and the key has been returned within 48 hours.

- Sweep and/or mop floor after use if needed (broom & mop in men’s bathroom)
- Close and lock all windows
- Turn heat or air conditioner off
- Put Chairs and tables back (**DO NOT** drag chairs or tables across floor – please pick up and carry) Floor damage will be assessed to user.
- Turn all lights off
- If you have generated trash, please empty into dumpster
- Lock Door
- Key must be returned to Township within 48 hours

*** THIS ROOM HAS TESTED POSITIVE FOR CHAETOMIUM & PENICILLIUM/ASPERGILLUS MOLDS**

**** The dehumidifier and air purifier must remain on at all times even when the room is not in use or the mold will multiply very rapidly.**

I agree to the above rules and regulations when using the Township Municipal Building on _____.
(Reservation Date/Dates)

Residents/Group Name & Address:

(Today’s Date)

(Signature)

Key Number _____ Key Returned _____

Building Inspected By: _____
Staff Initials and Date Inspected

Building left in _____ Good Condition
_____ Fair Condition
_____ Poor Condition

Explain: _____

Security Deposited in amount \$ _____ returned to resident.