

CHESHIRE TOWNSHIP HALL RENTAL AGREEMENT AND RULES

1. The township hall rental fee is \$100.00 plus a \$100.00 cleaning/damage deposit (refundable upon return of the hall key and the premises in orderly condition).
2. The cleaning/damage deposit will be forfeited to cover any damage or cleaning necessary. The person signing this agreement will be responsible for any damage done to the hall while the key is in his/her possession. Any repairs not covered by the deposit amount will be directly billed to the person renting the hall.
3. You must be a resident of Cheshire Township to rent the hall.
4. 2 trash bags will be provided. You must bag and remove all trash when you leave. Do NOT dump your trash outside!
5. The township hall AND grounds must be clean when you are finished. All decorations must be non-flammable or fire retardant and must be removed completely. Do NOT use nails or thumbtacks to install decorations. Do NOT remove the no smoking signs or any pictures.
6. NO climbing or sitting on the handicap ramp railings.
7. NO alcoholic beverages permitted.
8. The hall must be vacated by midnight. Please begin your cleanup prior to this time. If you violate this policy, we will retain the \$100.00 cleaning/damage deposit.
9. Before you leave:
 - a. Close all shutters and windows
 - b. Turn off all lights
 - c. Turn thermostat to 60 degrees – NO LOWER
 - d. Lock all doors

Thank you for your cooperation.
Cheshire Township Board

Renter

Cheshire Township Board Member

DATE _____

THIS AGREEMENT IS YOUR RECEIPT

RECEIPT OF RENTAL FEE

_____ Check Payable to Cheshire Township

_____ Date Hall Rented

Renter _____

Board Member _____