

RULES & REGULATIONS
FOR RENTAL OF THE NORVELL TOWNSHIP HALL

Applicant Renting:

Shall be 18 years of age on or before day of rental.
Shall give complete address and phone number.
Shall be responsible for maintaining order and keeping rules of this agreement.

FEE:

Residents – \$100.00 (\$75.00 plus \$25.00 damage deposit, which will be returned if hall is clean and in order)
Non-Residents – \$125.00 (\$100.00 plus \$25.00 damage deposit, which will be returned if hall is clean and in order)

RULES:

Hall must be vacated by 12:30 a.m. (Renter may stay until 1:30 a.m. for cleaning purposes only)
NO SMOKING is allowed in township building.
NO ALCOHOLIC BEVERAGES are allowed on township property or in the township building.
No excessive (loud) music or noisy crowds will be tolerated.
All paper trash and garbage should be placed in receptacle (lined with plastic bag) and disposed of by renter.
Use broom or dry mop ONLY on the floor.

WHEN LEAVING:

If you move tables and chairs, return them to their original positions.

Make sure bathroom toilets are flushed.
Close all windows.
Make sure all faucets are turned off.
All garbage should be removed.
Turn off all lights.
Make sure all doors are locked.
Please leave as clean as possible.
Make sure heat is turned down to 65 degrees in the winter.
Make sure air conditioner is turned off in the summer.

Today's Date _____ Date/Time of hall rental _____

I (print) _____, have read and agree to the rules and regulations for rental of the Norvell Township Hall.

Signature

Address

Phone

Fee collected _____ Date _____ By _____