



SUPERIOR TOWNSHIP

7049 S. M-221 / P.O. BOX 366
BRIMLEY, MICHIGAN 49715
906-248-5213 • FAX 906-248-3376

HALL RULES AND REGULATIONS

1. *The hall must be left clean and orderly immediately after use. Appropriate sweeping equipment is to be returned and stored in the stairway (area at the top of basement stairs).*
2. *The thermostat is to be turned down to 60 degrees after use.*
3. *All trash and garbage must be bagged and placed at the bottom of the stairs in the front of the Town Hall.*
4. *No thumbtacks or nails. If tape is used for decorations, make sure all tape is removed.*
5. *The person, or persons, granted permission to use the hall will be held responsible for its use.*
6. *Fee is established by the Superior Township Board for its use. If decorating on previous day, additional day of rent will be added.*
7. *Keys to the building may be obtained from the township office and must be returned upon leaving. You may put the key in the drop box at the front of the town hall, or bring it into the office. Rental deposit will be held until key is returned.*
8. *Floor must be swept. Do not attempt to wash floor due to special cleaners that must be used.*
9. *Due to county regulations, no smoking is allowed. If smoking is detected, your deposit will not be returned.*
10. *If renting town hall on Friday, you need to come after 2:00 p.m. due to cleaning.*
11. *Make sure all windows are closed and doors locked before leaving the town hall. All lights are turned off and the back and front doors secured and locked.*
12. *IF ALCOHOL is to be served, an insurance rider from the renter's homeowner policy must be given to the Town Hall BEFORE your rental date.*
13. *Signer is held responsible to uphold all rules.*

RULES AND REGULATIONS UPDATED BY TOWNSHIP BOARD ON FEB. 2010



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SUPERIOR TOWNSHIP HALL RENTAL

Hall rental fees are as follows:

Residents \$50.00 per floor. Non Residents: \$100.00 per floor.

Deposits of \$100.00 will be paid in advance. All deposits will be paid 7 days prior to the date of rental. All personal checks must be paid 10 days prior to rental date and clear any banking institution before rental can be given. Money orders, cashiers checks or cash are on the 7 day rule.

Non-profit groups will not be charged for use of the Township Hall.

TODAY'S DATE: _____

Print and sign name: _____

Address: _____

Phone number: _____

Requested date of Hall Rental: _____

Date deposit paid: _____

DEPOSIT REFUND PAID TO:

Name: _____

Address: _____

OFFICE USE ONLY;

COMPLETED BY: _____ Date Completed: _____

**Superior Township
Rental Agreement for Tables and Chairs**

Name: _____ **Date:** _____

Address: _____

Address of use: _____

Number of Tables rented _____ x\$5.00 = \$ _____

Number of Chairs used _____ no charge

Date of pick up _____

Date of Return _____

Payment check # _____ \$ _____

Cash \$ _____

**Reported damage by Township
employee** _____

Deposit Paid _____ **Deposit Returned** _____

There will be a \$ 25.00 deposit that is refundable if no damage is done to the tables or chairs.