



# 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

## TOWNSHIP HALL RENTAL FORM

Hall rental fees are as follows:

Residents: \$100.00 per floor. Non-Residents: \$150.00 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, cashier's checks or cash are on the 7 day rule.

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

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Hall Rental: \_\_\_\_\_

Date Deposit Paid: \_\_\_\_\_

Deposit Refund Paid To:

Address: \_\_\_\_\_

Name: \_\_\_\_\_

**PLEASE SIGN AFTER READING RENTAL RULES AND REGULATIONS**

Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Office Use Only:**

Deposit Paid \_\_\_\_\_ Deposit Refund \_\_\_\_\_ Employee Initials \_\_\_\_\_

**SUPERIOR TOWNSHIP**  
**RENTAL AGREEMENT FOR TABLES AND CHAIRS**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS OF USE: \_\_\_\_\_

NUMBER OF TABLES RENTED: \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

NUMBER OF CHAIR USED: \_\_\_\_\_ NO CHARGE

DATE OF PICK UP: \_\_\_\_\_

DATE OF RETURN: \_\_\_\_\_

PAYMENT: CHECK # \_\_\_\_\_ \$ \_\_\_\_\_

CASH \$ \_\_\_\_\_

REPORTED DAMAGE BY TOWNSHIP EMPLOYEE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_ DEPOSIT RETURNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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