

*Tompkins Township*  
*Rules for Renting the Town Hall*

1. The person renting must pay in advance, \$10.00 for the rent of the hall, and must be paid 10 days prior to the rental date, or date will be lost and advance payment will be retained. The remaining amount to be paid plus \$100.00 deposit for each floor rented. Non-resident shall be charged a flat deposit fee of \$500.00 payable in money order, cashiers check, or cash only. Deposit will be refunded within 10 days if no damage has been determined. Hall is not available before 9:30 a.m. unless previous arrangements are made. Deposit may be retained for irresponsible behavior, or damage to property (including the doors).
2. The person renting will clean the hall immediately after activity. This includes sweeping, picking up all paper products, and cleaning up all decorations. When stacking chairs, do not stack them above the windows. They must not touch the drapes. The garbage must be removed when you leave.
3. The person renting will be responsible for any and all damages to the hall during activities held. Fire Extinguisher- If seal is broken, there will be a \$15.00 charge. If extinguisher is discharged, the charge will be \$35.00.
4. The person renting agrees to conduct activities so as not to endanger any person attending activity.
5. If liquor is served during your activity, you must sign an alcohol lease, and show proof of insurance to cover this activity along with the name and phone number of your agent. If kegs are brought in, a mat must be placed on the floor on which to place the tubs.
6. If liquor is not served you must sign a non-alcoholic lease and no alcohol on the premises will be allowed.
7. No lighted candles, no incense, and no open flame to be used by renters. No smoking in the township hall.
8. The premises must be vacated by 2:00 a.m.. Please check to make sure thermostat is set at 60 degrees, switch for hot water is off, and all doors are locked, and windows shut and locked.
9. If rental date is canceled, a \$10.00 cancellation fee will be charged.
10. Excess spillage, tape removal, or damage from tape, or damage costs will be deducted from the deposit.
11. Please return keys promptly. Do not keep overnight, unless permission is granted by the caretaker.
12. DO NOT CLEAN, DUST, SWEEP, etc. the upstairs floor. This will be cleaned by janitor personnel from the township.
13. A fee of \$25.00 shall be charged for any returned check.

**I fully understand all the above rules.**

Signed: \_\_\_\_\_  
(Person Renting Town Hall)

Revised - April 2009