

# **Rules and Regulations for Township Hall Use**

## **Waucedah Township, Dickinson County, Michigan**

On June 18, 2021, the Waucedah Township Board, Dickinson County, Michigan revised the rules and regulations for the Waucedah Township Hall.

This building is intended for use and enjoyment of all residents in the township. All users are expected to respect the building and its contents. Should there be any damage or loss, the user will be required to replace or pay for them.

The Waucedah Township Board may request a fee for use of the hall or deny the use of the hall to any individual or organization.

**Waucedah Township Hall Use Agreement**  
**Liability Requirements:**

The “Tenant/User” shall provide a proof of insurance (certificate) at least one week in advance, (this to include the set-up day, the day of the event, and the clean-up day.) The “Tenant/User’s” insurance agent can/will provide such a certificate. The certificate must specifically state the “Tenant/User’s” event will be covered for the date(s) of rental as well as stating the dollar amount of coverage as detailed below:

Private, individual tenant will need coverage for this type rental in the \$100,000 to \$300,000 range but not less. There are a variety of ways that a “Tenant/User” may choose from:

- A standard homeowner’s policy will cover the rental of the hall
- A renter policy (similar to homeowner’s policy) will cover the “Tenant” when renting the hall
- A special events policy may be obtained, if the “Tenant” doesn’t have either of the above-mentioned policies

Rent paid: \_\_\_\_\_

Security Deposit paid: \_\_\_\_\_

Proof of Liability insurance (check which applies):

Home Owners: \_\_\_\_\_

Renters: \_\_\_\_\_

Special Events Policy: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Key pick-up: \_\_\_\_\_

Key returned: \_\_\_\_\_

Security Deposit returned: \_\_\_\_\_

- All groups, organizations or individuals shall be responsible for damage and liability arising from the use of the township hall facilities. Proof of insurance coverage must be shown prior to use. Waucesha Township insurance doesn't cover injuries or accidents on township property when township officials are not directly involved in the activities being held at the hall.
- The person or organization agrees to hold the Township of Waucesha harmless and will indemnify the Township from and against any and all losses, damage, cost and expense whatsoever, including, but not limited to actual attorney fees, incurred by the township as a result of the person's or organization's use of the facility as herein requested.
- Lock up hall and return key to the clerk, supervisor, or the locked drop box on the outside of the town hall.

Make sure any opened windows are closed prior to leaving.

I/We have read the foregoing policy and agree to the rules and fees as stated. Further, I/We accept responsibility for any damages that may occur during our use of this facility.

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

Function: \_\_\_\_\_

Signed: \_\_\_\_\_

Organization: \_\_\_\_\_

# Waucedah Township

## Waucedah Township Hall Rental Agreement:

Date of Rental, \_\_\_\_\_,

It is hereby agreed between the undersigned and the Township of Waucedah that the rental rates and security deposits required for the Waucedah Township Hall are as follows:

- Full-Day (noon-10pm)                 \$50.00 Deposit  
   \$50.00 Fee

\*All security deposits will be refunded if hall is cleaned and damage free.

(Clerk shall determine the amount of deposit to be returned, based upon the condition of the hall following the use period.)

\*\* All governmental agency, charitable or church organizations are required to pay the refundable security deposit.

\*\*\* Maximum Capacity of the Township Hall is 55 People

## **The Rules are as follows:**

- The township hall may be reserved in advance by contacting the clerk or supervisor. A calendar will be posted at the hall with all reservations marked, and any additions or corrections must be cleared by the clerk or supervisor.
- A person is to pick-up and return a key or request the township hall to be opened for them.
- Rental fees are based on amount of time for the rental hall. This fee is to be paid to the township clerk prior to use.
- No smoking and no alcoholic beverages allowed.
- All events should end at 10:00 P.M. and the user shall clean up the hall and remove all decoration, wipe down tables & counters and put all hall furniture back in place.
- Decorations are not to be placed on the wallpaper or sidewalls.
- Users will be responsible for trash removal. Township bags may be purchased.
- Supplies in the cabinets are not for use