

Woodhull Township Rules for Hall Use

*Please retain this copy for your information during your rental

- Alcoholic Beverages are not permitted on the premises.
All violators will be prosecuted.
- Smoking is not permitted in the building.
All cigarette butts must be cleaned up outside of the building.
- Animals are not allowed in the building.
Only animals described by the ADA as a service animal will be allowed and must be kept on a leash.
- Tape or other adhesives are not to be used on the walls or trim.
Please only use the bulletin boards and push pins for decorating.
- Nails, pins, staples, or thumbtacks are not to be used on the walls or trim.
Do not attach anything to the ceiling fans.
- Please only use ladders to stand on when decorating.
For your safety do not stand or climb on the tables or chairs.
- Each individual or organization must provide their own coffee, sugar, sugar substitutes, creamer and paper products.
These items are not provided by the Township Hall.
- Please use the checklist to return the Hall in clean and good condition.
Failure to clean the Hall will result in all (or a portion of) the \$100.00 cleaning fee to be withheld.

Woodhull Township Hall Rental Checklist

*Hall must be cleaned immediately after rental and completed before midnight the same evening. Please use this checklist to make sure that all tasks are completed before turning in your key.

- All dishes, silverware and coffee pots are to be washed and returned to their proper places.
- Countertops, tabletops, and chairs need to be wiped down and all tape removed from them.
- Chairs need to be returned to the rack and tables need to be returned to the closet. The half round table and one long table on each end need to be returned to the southwest wall (by the flags). 4 additional long tables can be placed along the north walls.
- All floors (including restrooms) should be swept and spots mopped up using cold water and no chemicals.
- Return the thermostat to its correct setting:
Winter: Heat is turned down to 60f degrees
Summer: Heat is turned up to 80f degrees
- Make sure all small electric appliances are unplugged i.e. coffee pots and crock pots.
- Remove all food (from your event) from the refrigerator and wipe it out.
- Check to make sure the oven is turned off and wiped down.

Hall Rental Checklist Continued

- All used dish cloths and used towels can be left on the counter for the custodian.
- Check the bathroom to make sure all paper is picked up, faucets are shut off, and toilets are not running. Please wipe up any messes.
- Make sure that all ceiling fans are turned off.
- Make sure that all windows are closed and secured.
- Please make sure you have taken all of your decorations and food to your vehicle before locking up.
- Make sure all of the exterior doors (front and back) are locked.
- Pick up all cigarette butts from the parking lot.
- All trash should be bagged and thrown into the dumpster on the West side of the building.
- After completing this checklist the key may be deposited in the after hours mail slot located by the township office door.

If there is an urgent situation please contact one of the following:

Custodian: Rebekah Alen (517) -927-2193

Treasurer: Maggie Galilei (517) 675-4343

WOODHULL TOWNSHIP HALL RENTAL RESERVATIONS

All reservations are on a first come-first paid basis.

The Woodhull Township Hall is available for Private Rental to BOTH Township and Non-Township Residents. Deposits must be made at the time of the reservation to hold the date. Elections and township business will have top priority.

Costs:

Residents:

\$200.00 is due at the time of reservation

\$100.00 is applied to the rental fee

\$100.00 is applied to the cleaning fee

Non-Residents:

\$300.00 is due at the time of reservation

\$200.00 is applied to the rental fee

\$100.00 is applied to the cleaning fee

The cleaning fee is subject to refund if the hall cleaning checklist has been completed and no damages are found. The inspection will be completed by the custodian.

Failure to comply with the Township Hall rules may also forfeit your deposit at the discretion of the Township Board.

Deposits that qualify for a refund will be returned to renters within one week of the Township Board meeting. The Township Board meeting is held the first Wednesday of each month at 7 p.m.

Contact:

Woodhull Township Treasurer: Maggie Galilei (517) 675-4343

Hall checked by: _____

Date: _____

Comments