

Munson Township
Meeting/Conference Room Rental Policies & Regulations
Effective April 28, 2015

PLEASE READ CAREFULLY

These policies and regulations are part of your rental agreement

Rental Agreements are required by all parties using Munson Township Facilities. All parties must schedule the date, time, type of activity, hours to be utilized, and number of people to participate in the event. No rental agreement or date is effective until the signed agreement is returned and approved by the Trustees. Payment is due the week of the event when the applicant comes to pick up the key. All organizations except official Munson Township bodies are required to complete a rental agreement. Those organizations that meet on a regular basis may reserve the room for three months at a time on one rental agreement. To qualify as a resident, the Lessee shall either reside in the Township, or one of their parents, siblings or children must live in the Township.

Rental fees and security deposits may be waived in part or in their entirety by the Trustees for organizations. Organizations may include, but are not limited to, the following: educational institutions, not-for-profit organizations, youth organizations, homeowner's associations operating under by-laws and including 15 or more homes, senior citizens, etc. Township Trustees have full discretion regarding waiver of any applicable fees. A refundable security deposit may be required for certain functions.

It shall be the policy of the Munson Township Board of Trustees not to rent the meeting room(s) for commercial purposes. The facilities are to be used for nonprofit functions, community organizations as determined by the Trustees (see above), and Munson Township residents.

The Lessee shall abide by all instructions and directives of township officials to include the following:

1. Lessee shall be responsible for cleanup. Any debris on the floor or refuse as a result of the event should be disposed of. A dumpster is located on the premises. Re-line trash cans. Recycling of bottles and cans is encouraged.
2. Park in designated areas only.
3. Functions are to conclude by 12:00am (midnight).

Please leave the facility neat and clean so others may enjoy it as well. Thank you.