

TOWNSHIP HALL RENTAL POLICY

I. Introduction and Purpose of Policy

In keeping with its mission of serving the community, Westphalia provides facilities for Township programs, as well as Township business meetings. When certain Township space is not scheduled for Township-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Township Hall Policy ("Policy"). The restrictions of this Policy relating to Applications and Scheduling do not apply to Township-sponsored or co-sponsored events.

II. Application and Scheduling of Township Hall

A. General Use. Any person, group or organization may use the main meeting room in the Township Hall ("Township Hall"), pursuant to the requirements of this Policy ("Users"). The Township Hall is available from midnight to 11:59 p.m. The capacity of the Township Hall is 100 people. Rental includes the use of the Township Hall, kitchen area and restrooms.

B. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with (a) Township business, (b) Township-sponsored or Township-co-sponsored events or (c) uses governed by contract with the Township having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community.
2. The Township may ask Users to reschedule meetings in the event the Township Board needs to schedule a special Township Board meeting or other Township-sponsored or Township-co-sponsored events.
3. The Township is responsible for scheduling use of the Township Hall. The program and meeting schedule will be posted and updated regularly.
4. Each Non-Township sponsored or co-sponsored event shall be scheduled from 12:00 a.m. on the date reserved to 11:59 p.m. Events that exceed that time will be subject to additional fees.

C. Application Process.

1. Any person 21 years or older may fill out an application for the Township Hall. Applications should be sent to the Township Clerk or by calling 989-587-3411 ext. 3 and leaving a voicemail.
2. The Township will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.

3. The fee will be due upon confirmation of the Township Hall Reservation along with proof of Special Events Insurance policy, purchased by logging into [Rating - appsrv4.amerspec.com](http://Rating-appsrv4.amerspec.com) and sending a confirmation email to Clerk@WestphaliaTownship.com. You **MUST** choose **Host Liquor Coverage** in order to rent. No other option is acceptable.
4. After confirmation, no refunds will be granted. If a scheduling conflict arises a new date for the rental may be selected at no additional cost.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Township.

III. General Guidelines Affecting all Township Hall Reservations

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Township Hall.
- B. Use by Persons Under the Age of 18. Users of the Township Hall that are under the age of 18 **MUST** be under adequate supervision by adults 21 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Township prohibits the use of tobacco, marijuana, and the illicit use of controlled substances in the Township Hall. Alcohol is permitted to Users over the age of 21.
- D. Food and Beverages. Users of the Township Hall may not use sterno or flames to heat food.
- E. Disruption Prohibited. Users making excessive noise that breaches the peace outside of the Township Hall is prohibited.
- F. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove all trash, leftover food containers, beverages and all other personal or group-owned items. In addition, with the cleaning supplies provided, Users are responsible for:
 - **Sweeping/dust mop the floor of the main hall and kitchen**
 - **Wet mop the floor of the main hall, kitchen, and bathrooms**
 - **Wipe down kitchen counters with disinfecting wipes**
 - **Empty and remove all trash from Kitchen, Main Hall, and Bathrooms**
- G. Township Policies. Users shall observe all rules of conduct and policies applicable to Township patrons.

- H. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. A above.
- I. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Township or on Township property.
- J. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Township patrons outside of the Township Hall. Users shall not leave printed materials on Township property without prior approval of the Township Supervisor or in accordance with Township Policy.
- K. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Township. If such approval is granted, any such material must be removed at the close of the scheduled time.
- L. Open and Accessible Use. All activities in the Township Hall must be free of admission fees, other charges or requests for donation.
- M. Room Access. Users may not enter the Township before opening hours and should allow adequate time to set up. Users must vacate the room promptly upon at the end of the rental period.
- N. Insurance. Users will be required to have insurance that covers the event. Users **MUST** submit Special Event Policy insurance through American Specialty Policy which can be purchased online by going to the website of: **Rating - appsrv4.amerspec.com**. This policy **MUST** be emailed to the Township Clerk as proof of purchase by email to Clerk@WestphaliaTownship.com or by mailing a copy of the issued policy along with payment and the Township Hall Rental Application. Without this insurance, Users will not be allowed to rent.

IV. Fees

- A. All Other Organizations. All Non-Member organizations or individuals of the Township may use the Township Hall for a fee of \$350.00 for up to twenty-four (24) hours. Township residents and organizations may use the Township Hall for a fee of \$250.00 for up to twenty-four (24) hours.
- B. Clean Up and Damage Fee. A fee of \$25.00 per hour for cleanup will be charged if the Township Hall is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Township Hall.
- C. Cancellation. Users must submit the Hall Rental Application and Acknowledgment form, along with the Special Event Policy insurance proof of purchase and the rental fee to reserve their selected date. Once a date is reserved no cancellation is permitted. If a User no longer wants to rent the hall after reserving a date, they have the option of either selecting a new date or forfeiting the rental fee.

V. Township Disclaimer

- A. No Endorsement. Use of the Township Hall does not constitute the Township’s endorsement of an individual’s or group’s policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Township Hall must state that “Westphalia Township does not sponsor or endorse this event.”
- B. Right to Cancel. If necessary, the Township reserves the right to cancel the use of the Township Hall or move the meeting to a different Township Hall, including but not limited to inclement weather or other unexpected building closures. The Township shall use its best efforts to notify the Users if the Township intends to cancel the use of the Township Hall. In the event of inclement weather or other area emergencies, please contact the Township before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Township is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

The Township may restrict access to the Township Hall by immediately dismissing the Users or the Applicant from the premises or by suspending rental privileges for a set period of time. If necessary, the local police may be called to intervene. Users or applicants may appeal a decision in writing to the Township Supervisor within 10 business days of the date of the written decision stating why privileges should be restored.

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