

# **WASHINGTON TOWNSHIP HALL**

## **RENTER GUIDELINES**

*We are pleased that you are using our hall and hope you find it a pleasant experience. We are proud of our facility and hope to keep it in good condition for all who wish to use it.*

### **Obligations of those renting the Washington Township Hall**

- ✓ NO SMOKING in the building
- ✓ NO ALCOHOL in the building or on the property
- ✓ Keep exit doors clear of obstacles at all times
- ✓ Absolutely NO THROWING of objects inside building (balls, etc...)
- ✓ Do not remove any township property from the hall
- ✓ No nails, tape, tacks or sticky stuff on the walls
- ✓ Return all tables and chairs to their original location
- ✓ Remove all personal belongings, decorations, dishes, food and TRASH
- ✓ Leave bathroom doors OPEN when leaving
- ✓ Turn off all lights when leaving
- ✓ Close and LOCK all exterior doors and windows when leaving
- ✓ When finished leave key in Clerk's Drop Box

***If you have any questions or concerns, please contact***

***Tarry Stahl, Township Clerk    or    Barbara Hoffer, Deputy Clerk***

***Cell (989) 285-0440***

***Cell (517) 331-1861***

***Office (989) 847-1000***