

Free Soil Community Hall Rental Rules & Regulations

1. Following a rental, the hall must be left in the same general condition as it was found.
2. All dishes must be washed, dried and neatly put away. **THIS INCLUDES RINSING AND DRYING INSIDE AND OUT OF COFFEE POTS.**
3. Wipe all spills on floors with plain water only. Sweep floors in hall, bar area and kitchen. **Do not scrub** floor in hall or bar area.
4. **ALL GARBAGE MUST BE EMPTIED AND TAKEN WITH YOU.** No garbage may be left inside or outside of the hall (including bathrooms).
5. **NO TACKS OR TAPE MAY BE AFFIXED TO THE PANELING OR CEILING WHEN YOU ARE DECORATING.** All decorating must be done by using the strings down the length of the hall on each side and down the center. **USE OF CONFETTI IS NOT ALLOWED.**
6. Any loss or breakage of dishes, silverware, utensils or other hall supplies will be deducted from your deposit. This also includes doors, windows, chairs, tables and fixtures.
7. NO HALL SUPPLIES WILL BE TAKEN OUT OF THE HALL.
8. Coolers and refrigerators must be left clean and dry. UNPLUG REFRIGERATORS BEFORE LEAVING AND LEAVE DOORS OF REFRIGERATORS AND COOLERS OPEN.
9. The yard outside of the Hall must be free of papers/debris following a rental.
10. TABLES AND CHAIRS ARE TO BE **WIPED OFF AND NEATLY STACKED** IN STORAGE ROOM FOLLOWING A RENTAL. **DO NOT STACK TABLES AND CHAIR ON OR OVER CLEANING SUPPLIES AND BOXED VOTING EQUIPMENT, OR SO THESE ITEMS CANNOT BE ACCESSED WITHOUT MOVING TABLES AND CHAIRS.** All white fiberglass tables should be put in last. Tables are to be stacked face to face and backside to backside to prevent tabletop damage. ***A \$50.00 restacking charge may be subtracted from your deposit if tables and chairs are not properly stored.***
11. BE SURE ALL LIGHTS ARE OUT WHEN YOU LEAVE.
12. BE SURE ALL EXTERIOR DOORS AND WINDOWS ARE LOCKED WHEN YOU LEAVE.
13. CHECK RESTROOMS TO BE SURE THEY ARE LEFT IN PROPER ORDER; REMOVE BATHROOM TRASH.
14. NO LIQUOR OR BEER MAY BE SERVED AFTER 1:00 A.M. AT THE HALL.
15. NO MUSIC AFTER 1:00 A.M. AT THE HALL.
16. HALL MUST BE VACATED AT 1:30 A.M.
17. YOU ARE RESPONSIBLE FOR THE CONDITION OF THE HALL WHEN YOU LEAVE. **Failure to comply with these Rules and Regulations may result in loss of all or part of your deposit.**
18. The Hall key will be given out one (1) day prior to the rental and not sooner than 10:00 a.m.
19. No Hall key will be given unless payment for the rental and deposit are received.

NOTES & SUGGESTIONS

- You will find it easier to handle your garbage if you put a garbage bag in each trash container. Bathroom and Kitchen trash bags are not supplied.
- Bring dish soap, towels, dish cloths and rags for clean-up, and matches to light the gas stove in the kitchen as these items are not supplied.
- Bring your own glasses for bar use as glasses are not supplied.
- **LIGHTS:** As you enter the Hall through the front door, turn on the light switch on your right. This will give you light in the storage room as well as one bar light and one entrance light. The switches for the Hall lights are located immediately to your right on the inside of the storage room.
- **DO NOT TOUCH FUSE BOX IN STORAGE ROOM.**

Free Soil Township Board

Signed:

Note: Hall Custodian must be notified immediately of any changes in timing or activities to the original contract before any advertising or flyers are distributed to the public.

Renter: _____

Date: _____

If you have any problems during your rental, please contact: Township Supervisor, Gregg Surma at 464-5454.