

PEAINE TOWNSHIP HALL

RULES AND GUIDELINES

The Peaine Township Board encourages the use of the Peaine Township Hall for personal, civic and/or commercial use and has adopted the following rules and guidelines.

- **Scheduling**
 - Use of the PTH is subject to the discretion of the Township Board and must be scheduled in advance.
- **Fees**
 - No charge for the personal/private or civic use of the PTH.
 - Commercial use of the PTH is subject to a charge of \$25 per day.
 - A \$100 deposit is required for the use of the kitchen. Return of the deposit is subject to an inspection and is further predicated upon compliance with these guidelines.
- **Condition of the PTH**
 - Peaine Township taxpayers should not be expected to provide janitorial services for your use of the PTH.
 - All trash/garbage must be removed from the PTH.
 - If needed, tables must be wiped clean and floors swept and/or mopped.
 - Tables and chairs must be returned to their original configuration.
 - Renter is responsible for all damages and agrees to promptly reimburse the Township for repairs.
- **Insurance**
 - Persons must provide evidence of a homeowners or tenant's policy with personal liability limits \$100,000 or more.
 - Commercial use of the PTH requires evidence of general liability insurance with limits of \$300,000 or more.
- **Other rules and guidelines**
 - Decorations must be limited to tables, only. Do not use tape, tacks, or other fasteners on walls, windows, woodwork, ceiling or light fixtures.
 - No alcohol is permitted in the PTH or the parking lot.
 - Smoking is not permitted in the PTH.