

ST JAMES TOWNSHIP PROPERTY USE POLICY

ST JAMES TOWNSHIP HALL RULES AND GUIDELINES

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

- Scheduling
 - Use of the SJTH is subject to the discretion of the Township Board and must be scheduled in advance.
- Fees
 - No charge for use for committees or groups directly supporting the work of SJT
 - Fee of \$25.00 per day for use by non-profit groups
 - Fee of \$50.00 per day for use by for-profit groups
 - Fee of \$15.00 per hour for use by Wedding Party
- Condition of the SJTH
 - All trash/garbage must be removed from the SJTH.
 - Tables must be wiped clean and floors.
 - 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
 - The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the township system from any expense or costs in connection with the use of the township facilities. Depending upon the nature of the reservation, groups may be required to supply insurance to cover liabilities presented during the usage if any of the following conditions exist: Food or beverages are being sold. Fund raising ventures involving Township facilities/park land. Other conditions deemed appropriate by the Township.
- 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 SJTH or the parking lot.
 - Smoking is not permitted in the SJTH.

WHISKEY POINT LIGHTHOUSE PARK

RULES AND GUIDELINES

This township property is popular as a wedding location and concert or other group activities. Most use of this property does not require specific permission, but if a group wishes to reserve the property for its exclusive use, the following guidelines apply.

- **Scheduling**
 - Use of the WPLP is subject to the discretion of the Township Board and must be scheduled in advance.
- **Fees**
 - No charge for use for committees or groups directly supporting the work of SJT
 - Fee of \$25.00 per day for use by non-profit groups
 - Fee of \$50.00 per day for use by for-profit groups
 - Fee of \$50.00 per day for use by Wedding Party
- **Condition of the SJTH**
 - All trash/garbage must be removed
 - Renter is responsible for all damages and agrees to promptly reimburse the Township for repairs.
- **Insurance**
 - The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the township system from any expense or costs in connection with the use of the township facilities. Depending upon the nature of the reservation, groups may be required to supply insurance to cover liabilities presented during the usage if any of the following conditions exist: Food or beverages are being sold. Fund raising ventures involving Township facilities/park land. Other conditions deemed appropriate by the Township.
- **Other rules and guidelines**
 - No alcohol is permitted in the WPLP or the parking lot.
 - Smoking is not permitted in the WPLP or the parking lot.

OTHER TOWNSHIP PROPERTIES

Rules and Guidelines

Most use of township parks and property does not require specific permission, but if a group wishes to reserve the property for its exclusive use, the following guidelines apply.

- Scheduling
 - Scheduled use of township property is subject to the discretion of the Township Board and must be scheduled in advance.
- Fees
 - No charge for use for committees or groups directly supporting the work of SJT
 - Fee of \$25.00 per day for use by non-profit groups
 - Fee of \$50.00 per day for use by for-profit groups
 - Fee of \$50.00 per day for use by Wedding Party
- Condition of the SJTH
 - All trash/garbage must be removed
 - Renter is responsible for all damages and agrees to promptly reimburse the Township for repairs.
- Insurance
 - The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the township system from any expense or costs in connection with the use of the township facilities under this agreement St James Township may require an applicant/organization to furnish a bond or certificate of Insurance to guarantee the conditions of this agreement or any liability incurred by it.
- Other rules and guidelines