Eagle Township
Rules For Hall Rental

- All rental dates and times must be reserved with the Township Clerk or his/her designee. Reservations will be accepted no earlier than thirteen months in advance. (Payment in full is required at reservation. In the unlikely event that you must cancel your reservation, $50.00 of the payment will be forfeited as payment for reserving your date.)
- *NO* alcoholic beverages are allowed in the hall or on the facility grounds.
- There is *NO* smoking within the hall.
- Decorations are to be placed on the tables only – no thumbtacks, scotch or masking tape, screws or nails are allowed on or in the paneling, center posts, fans or light fixtures.
- No candles may be lit in the facility.
- All garbage and trash must be removed at the end of the event – the Township does not provide facilities for disposal.
- At completion of the event:
    - All floors must be swept.
    - The kitchen must be neat, clean and in order.
    - Place soiled kitchen linens in the basket provided – the caretaker will launder and return them to the hall.
    - All windows must be closed and locked.
    - Lights and fans must be turned off.
    - Return thermostat to 60 degrees.
    - Report any damage or breakage to the caretaker or Clerk (the Township reserves the right to charge renter for damage).
- Do not move the piano.
- *ALL* tables and chairs must be returned to carriers.

Please note: The Township Board reserves the right to deny rental privileges for violation of these rental rules.

Rental Charges

Eagle Township Residents:	$*150.00* Hall and Kitchen *($50.00 returned if check-list complete to Board's satisfaction.)* $*130.00* Hall ONLY *($50.00 returned if check-list complete to Board's satisfaction.)*
Non-Residents:	$*250.00* Hall and Kitchen *($50.00 returned if check-list complete to Board's satisfaction.)* $*230.00* Hall Only *($50.00 returned if check-list complete to Board's satisfaction.)*

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