

PLEASE CONTACT BARB DUNN FOR HALL RENTALS – 517-627-4474

**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.
- *NO* alcoholic beverages are allowed in the hall or on the facility grounds.
- *NO* fruit punch.
- This is a smoke free facility; 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 confetti.
- 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, clean any spills.
 - The kitchen must be neat, clean and in order.
 - Place soiled kitchen linens on the counter.
 - All windows must be closed and locked.
 - Lights and fans must be turned off.
 - Return thermostat to 55 degrees for furnace or 75 degrees for air conditioner.
 - Report any damage or breakage to Barb Dunn.
- Do not move the piano.
- *ALL* tables and chairs must be returned to carriers. See instructions.

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

Rental Fees

Eagle Township Residents: \$200 (Includes \$50 Cleaning Deposit)
Non-Residents: \$300 (Includes \$50 Cleaning Deposit)

Revised 06/15/23