

# Victor Township Hall

6843 Alward Road – Laingsburg, MI 48848 PH: 517-651-2094

## Hall Usage Rules and Regulations

Please read the following rules and regulations carefully. Violation in whole or in part of any of the rules could result in a charge to you and your group. Please contact Victor Township prior to your use of the hall if you have any questions regarding the rules and regulations.

1. The Victor Township Hall is a smoke free building. Smoking is prohibited in all parts of the building. Smoking is not permitted within 50 feet of the building.
2. The Group Sponsor is responsible for compliance with all conditions of the Lease Agreement, including compliance with all of the rules and regulations.
3. Only designated rooms stated on your permit may be used. If this is abused, a charge may be assessed to your group.
4. Any items moved, or anything removed from the bulletin board must be replaced as it was prior to your use of the facility.
5. The storage room is not to be used unless prior arrangements have been made.
6. Hall doors are not to be propped open except for loading and unloading.
7. Table carts and chair dollies are labeled for proper use. Only 10 tables may be stacked per cart. Please use care, follow instructions on carts, and supervise guests when stacking tables and chairs. (Note: There have been cases of excessive damage to tables and/or chairs due to improper stacking resulting in charges to groups. We bring this to your attention to assure your event is as trouble free as possible.)
8. Tables and chairs may not be taken outside.
9. Staples, nails, tacks, etc. may not be used to attach anything to the tables or walls. Tape, if used, must be removed without damage to facilities, equipment, appliances, ceilings or walls.
10. Do not attach or place streamers, ribbon, etc. near the fan on the ceiling. (Note: they have gotten caught in the fan).
11. Hall telephones may not be used to make long-distance calls. Long-distance charges will be forwarded to your group.
12. The premises, including any appliances used, must be cleaned prior to the end of your event. Basic cleaning supplies are available in the janitorial closet. Any additional (or specialty) cleaning supplies needed must be provided by the group.
13. Hard surface floors must be swept with a dust mop and wet mopped. Carpeted surfaces must be vacuumed. (Note: Please do not push dust mop through wet surfaces or you will be charged the cleaning fee.)
14. Trash must be removed from the premises and liners replaced. The dumpster outside of the Hall may be used for disposal.
15. Toilets must be flushed prior to leaving the premises.
16. All lights must be turned off prior to leaving the premises.
17. Doors must be locked upon leaving the premises.
18. Occasionally over-use of the bathroom facilities results in an inoperable toilet. If it is not an emergency, please discontinue use of the stall. If the plumbing issue causes any type of flooding please call the emergency contact phone number given to you at the time you receive the door access code.
19. The soccer fields and parking lot are in use regularly during the months of May through June and September through October.
20. Our facility includes options for renting the large hall, kitchen, small meeting room and the 3 pavilions. Please be advised that unless you rent the entire facility it is possible that another group will be on the premises at the same time as your event.

SIGN TO ACCEPT/ACKNOWLEDGE RULES \_\_\_\_\_

**Inspection of Hall**

Premises are inspected following the end of your event and prior to any other use of the facilities. The Group Sponsor will be notified if any violations are found. Charges assessed, if any, are determined by the Township Board at the Township Board meeting following the date of your event. Should any charges be assessed to your group, you will be notified by mail.

**Violations and Charges**

The following is a list of typical charges for certain violations of rules and regulations. This list is intended as a guide and not as an exhaustive list of infractions or a final determination of charges or damages due to non-compliance with the aforementioned rules and regulations. The Board reserves the right to final determination of charges due to a Group’s non-compliance, in whole or part, with the rules and regulations governing use of the Victor Township Hall facilities and premises.

**Wi-Fi**

Network: Victor-Guest                      Password: Township123

| Description  | Typical Charge              |
|--|-----------------------------|
| Appliances left unclean or not turned off (e.g., ovens, stove, refrigerator)                           | \$30.00                     |
| Doors left open  | \$10.00                     |
| Lights left turned on  | \$10.00                     |
| Toilets not flushed  | \$10.00                     |
| Marred or marked walls or ceilings   | \$25.00                     |
| Restrooms left unclean   | \$25.00                     |
| Floors not swept and mopped/vacuumed   | \$35.00                     |
| Dust mops pushed through liquid  | \$10.00                     |
| Items not returned to original location (e.g., chairs, tables, bulletin board, coat racks, etc.)       | \$10.00 each                |
| Tables over stacked (limit is 10 per cart)   | \$5.00 per table over limit |
| Damage of premises, equipment or appliances due to misuse (e.g., walls, windows, tables, chairs, etc.) | Determined by Board         |
| Smoking in building or within 50 feet of the building  | \$100.00                    |
| Lost key   | 75.00                       |

**Emergency Contacts**

If you encounter a problem with the facilities or need assistance on the day of rental, please contact one of the Township Officials listed below:

Kimberly M. Smith, Clerk            (517)449-9427  
Shawn Smith, Maintenance        (517)819-8608

**Confirmation**

Once you have read these rules, please sign each page and return one (1) copy. Retain a copy for your records.

SIGN TO ACCEPT/ACKNOWLEDGE RULES \_\_\_\_\_