



6843 E Alward Road
Laingsburg, MI 48848
PH: 517-651-2094 Info@victortwp.org

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 and/or forfeiture of your entire security deposit. Please contact Victor Township prior to your use of the hall if you have any questions regarding the rules and regulations.

Lessee agrees to follow all current MDHHS orders and/or any other local orders in regards to gatherings. Victor Township will not be responsible for disregard of such orders.

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 lessee 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 lease 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 20 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. Animals are not permitted in the Victor Township Hall with the exception of 'Service Animals'.
12. The premises, including any appliances used, must be cleaned prior to the end of your event. Basic cleaning supplies are available under the sink and 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 security deposit will not be returned.) Lessees are not permitted to use the Zamboni Electric floor cleaner.
14. Trash must be removed from the premises and liners replaced. The dumpster is located on the east end of the hall.
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 lessee will be notified if any violations are found.

Violations and Charges

Any violation will result in forfeiture of your entire security deposit. The Board reserves the right to final determination of charges due to a lessee'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

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:

Amanda Conklin, Clerk (517)507-7703

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 _____