

WASHINGTON TOWNSHIP HALL

RENTER GUIDELINES

We are pleased that you are using our Township Hall and hope you find it a pleasant experience. We are proud of our facility and hope to keep it in good condition for all.

Obligations of those renting the Washington Township Hall

- ✓ NO SMOKING in the building
- ✓ NO ALCOHOL in the building or on the property
- ✓ Keep exit doors clear of obstacles at all times
- ✓ Absolutely NO THROWING of objects inside building (balls, etc...)
- ✓ Do not remove any township property from the hall
- ✓ Do not use food or drinks you have not supplied
- ✓ No nails, tape, tacks or sticky stuff on the walls
- ✓ Sweep / Vacuum after your event
- ✓ Return all tables and chairs to their original location
- ✓ Remove all personal belongings, decorations, dishes, food and TRASH
- ✓ Leave bathroom doors OPEN when leaving
- ✓ Turn off cold cart & cold cart light after use
- ✓ Turn off all lights when leaving
- ✓ Close and LOCK all exterior doors and windows when leaving
- ✓ When finished leave key in Package Drop Box (located outside)

If you have any questions or concerns, please contact

Tarry Stahl, Township Clerk or Barbara Hoffer, Deputy Clerk

Cell (989) 285-0440

Cell (517) 331-1861

Office (989) 847-1000