

WASHINGTON TOWNSHIP HALL

RENTAL 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 always clear of obstacles
- ✓ 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, Clerk

or

Erica Wright, Deputy Clerk

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Cell (989) 289-0088

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