***Rental Agreement for Township Hall***

The Township Hall is a historical building owned by Big Rock Township. Please treat it with care and follow the guidelines listed below.

* No smoking is allowed within the building.
* Do not leave any food items in the refrigerator. Be sure stove/oven is turned off. Unopened water or soft drinks can be left if you do not want to take them.
* Remove all trash and recyclables and place in the outside containers when you leave.
* Please return tables and chairs used to the place they were found.
* Check the kitchen, bathrooms, and meeting areas to be sure they are clean and orderly when you leave. There is a vacuum in the rear hallway for your use if necessary.
* Be sure all lights are turned off when you leave. All windows must be closed and locked before leaving.
* Please do not let children climb on the outside military cannon. If they do, it is at your own risk.

***Town Hall Doors Unlock/Lock Procedure***

**To Unlock Outside Doors:** Enter assigned 4 digit code. Top button will turn green after correct code is entered. Turn the deadbolt clockwise within 5 seconds to open.

**To Lock Doors**  Press top button once. Button will turn green. Turn deadbolt counterclockwise within 5 seconds to lock. Be sure door has locked.

**I have read and agree to the rental agreement and terms**

**Name/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Planned Use\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Rental/Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**phone and email contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Renter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Door Lock Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Lock code expires 24 hours after date of event***.**

**Any problems: Contact Ken Rojek, Township Supervisor cell/text: 847-284-6798**