

ISHPEMING TOWNSHIP HALL RENTAL RULES

Pick up key by 4:00 pm Friday. Please deposit key into drop box on front of building after party.

NO SETTING UP IN THE HALL THE DAY BEFORE YOUR RENTAL DAY FOR ANY REASON.

If you choose to cancel your reservation, you must cancel 30 days prior to the hall rental date in order to receive your deposit refund.

Items renters need to provide: Table Covers, Dishes for leftovers, Garbage Bags, Saran Wrap, Foil, Dish Soap, Dish Cloths, Towels & Large Serving Spoons, and can opener.

NO SMOKING IN BUILDING, if smoking outdoors please do not throw cigarette butts on the ground, Please dispose of properly or deposit will not be refunded.

If alcohol is to be served it is essential that you notify the Township at the time the rental date is reserved. You will be required to furnish a copy of your own liability insurance.

Do not take tables or chairs out of the building.

Do not prop open the hall doors due to bug control, heat and air conditioning loss.

Use main floor hall only - No entry into the basement area is permitted.

Do not stand on the tables & chairs or drag them across the floor.

The food warmer, if used, must be cleaned thoroughly.

Remove all food from refrigerator. Wipe down all counters and appliances before leaving.

Do not take any items from the kitchen belonging to Ishpeming Township.

Remove all decorations. Remove all tape strips from the tables if the tables are decorated & tape was used.

Mops & brooms are in the storage closet across from the stairway.

Your deposit refund will be mailed if everything has been left in good condition.

Renters will be responsible for any stolen or damaged Township property.

No parking in front of Fire hall or overhead doorways.

REMOVE ALL GARBAGE FROM BUILDING OR DEPOSIT WILL NOT BE REFUNDED.

Upon leaving, be certain ALL doors are locked.

Keys should be returned to the Township Business Office the following business day or can be put in the drop box on the front of the building.