

## LEE TOWNSHIP HALL RENTAL AGREEMENT

The Lee Township Hall shall be available on a first come first serve basis and subject to the current rental charge, to any Lee Township taxpayer/ resident who has attained the age of eighteen (18) years of age.

Fees shall be paid within two (2) weeks from the time it was reserved. Contract will be signed at time of payment to confirm reservation.

### RENTER/LESSEE RESPONSIBILITIES INCLUDE:

1. Adult supervision is always required.
2. The hall key shall be picked up from and returned to the Township representative the same day the hall is scheduled for use. LESSEE MUST MAKE APPOINTMENT TO PICK UP THE KEY.
3. Lessee is responsible for damages, accidents, and/or lost items.
4. All garbage and trash shall be picked up and taken to the dumpster, including restrooms, garbage, and any trash in pavilion area and on grounds.
5. Alcoholic beverages shall NOT be served or consumed on Lee Township premises.
6. There shall NOT be any trim or decorations on the walls, doors, windows, ceilings, lights or fans. All trim and decorations must be removed by the Renter/Lessee.
7. Cleanup all "spills" and sweep all floors. DO NOT DAMP MOP FLOOR, EXCEPT FOR SPILLS.
8. Clean and wash off the tables, countertops, and chairs.
9. Please do not put or use heated cookware on tables.
10. CLOSING TIME SHALL BE 12:00 A.M.
11. LESSEE SHALL LEAVE PREMISES IN AS CLEAN OF CONDITION AS WHEN LESSEE ARRIVED.
12. If the lessee will NOT be using the Township Hall as reserved, a verbal or written notification shall be given to the Township representative one (1) week prior to the reserved date, stating cancellation or lessee will forfeit the hall rental deposit.
13. Any of the Lessee responsibilities, as stated above, not performed by the Lessee shall be just cause for the Lessee deposit to be forfeited and retained by Lee Township.
14. In the event of the need to use the Hall, as an emergency facility, any rental may be cancelled.
15. If using the sound system, please return all remotes to the cabinet in the kitchen.
16. **Upon leaving close and lock all doors and put the key in the drop box in the lobby.**

REVISED AUGUST 14, 2023