

Belknap Township Hall

Deposit Appeal Procedures

In the event the renter does not agree with monies withheld from the deposit refund, the following are the procedures that must be followed to submit a protest:

- Contact the hall caretaker to discuss items that are being contested. The hall caretaker, with the oversight of the Township Board, does have the authority to change the amount of the deposit withheld. If after discussion with the hall caretaker no resolution is found, proceed to the instructions below.
- If the agreement cannot be handled by the renter and the hall caretaker, then each party must address the Township Board in writing. All correspondence should be mailed to the Supervisor of the Township. It will be requested that correspondence be received from the RENTER and the HALL CARETAKER before proceeding.
- In the event the Township Board believes more information is necessary, the Board will ask each or either party to attend a special or regular Board meeting.

This article was approved by the Belknap Township Board of Trustees at their regular meeting on September 17, 2007.