

BELKNAP TOWNSHIP HALL USAGE PROCEDURES
Revised September 19, 2005

1. The following procedure has been adopted by the Belknap Township Board, a governing body, Presque Isle County, Michigan to cover usage of the Belknap Township Hall by interested individuals or groups, referred to as a Lessee and not directly associated with the business and affairs of the Township of Belknap. The purpose is to establish an orderly fashion for usage of the Belknap Township Hall, whereby providing the greatest possible opportunity to serve the needs of the area.
2. Time period allotted for a rental shall be from 6:00 p.m. the day before the rental until noon time the day following the rental. Any additional time desired by a Lessee can be arranged. An additional fee of twenty-five dollars (\$25.00) per day will be charged.
3. All rentals require a one hundred dollar (\$100.00) security deposit to be held in escrow for the purpose of covering expenses which are Lessee liabilities that are stated in the lease agreement.
4. A Lessee will be required to make a non-refundable, fifty dollar payment (\$50.00) to hold the desired date requested. This payment shall be deducted from the total rental fee with the balance to be paid prior to receiving the keys to the hall for the occasion.
5. Rental Rates:

Type of Rental	Entire Hall – Resident	Entire Hall – Non Resident
Wedding, Anniversary, Confirmation, First Communion, Graduation, Reunion, Banquet, Stag Party, Birthday Party, Commercial Auction and Miscellaneous Events	\$200.00	\$300.00
Bridal Shower, Baby Shower, Baptism, or Church Function	\$150.00	\$200.00

*** Church must be located in Belknap Township*

6. Rental fees are based on whether the guest of honor for the occasion is a resident or a non-resident of Belknap Township. To lease the hall at a resident rate, one of the following requirements must be met:
 - a. A property owner and his family who declares his domicile homestead in Belknap Township. This includes students attending college or trade school up to the age of twenty-five.
 - b. Individuals who are registered voters in Belknap Township and have voted in an election during the past 2 years or have been counted in the last state census.
 - c. Individuals who have been living the Belknap Township for more than 5 years, who are renting the home they live in and have declared this home as their domicile homestead.

- d. A senior citizen who was a Belknap Township resident at one time for more than 50 years and has moved from Belknap Township
 - e. Organizations in which several of the members are residents of Belknap Township.
7. The Lessee will be held responsible during the lease period for the action of his guests, the cleanliness of the building and property, and damages caused by negligence, any mission items belonging to Belknap Township, and having his own liability insurance coverage.
8. The Lessee may elect to clean or not to clean the hall following his/her affair. If a Lessee elects not to clean the hall, an additional fee of one hundred dollars (\$100.00) will be paid in advance to the hall caretakers.
9. The Lessee will be responsible for removing his own garbage from the hall. Any garbage left by the Lessee to be removed by the Lessor will be billed to the Lessee at the billing rates of the local transfer station used, plus ten dollars (\$10.00) for hauling.
10. Following the rental an inspection of the premises will be made by the Lessor. A Lessee may expect a payment up to one hundred dollars (\$100.00) money held in escrow, providing the Lessee is not in violation of the lease agreement. Additional cleaning done by the Lessor where a Lessee as agreed to clean the hall will be billed to the Lessee at ten dollars an hour (\$10.00). Final settlement payment will be made following an agreed to authorization which has been made by the Belknap Township Board at a regular township meeting.
11. All affairs and activities shall cease at a reasonable time and in no way shall exist beyond 2:00 a.m. All guests should be out of the hall by 2:30 a.m. with only the Lessee and his work force permitted after that hour for cleaning purposes. Expected clean up time should be completed by noon time the day following an occasion.
12. If a Lessee desires security guards present for an occasion, it will be their responsibility to obtain them on their own accord and payment for services rendered by security guards shall be paid by the Lessee.
13. A Lessee desiring food services/preparation:
 - a. Will be required to obtain an approved certified cook/caterer.
 - b. Home prepared food may be served by a charitable, religious, fraternal, or other non-profit organization operating a home-prepared baked goods sale or serving only home-prepared food in connection with its meeting or as part of a fund-raising event.
14. Negligence and abuse of the preceding established conditions could jeopardize a Lessee's future privileges for usage of the Belknap Township Hall. The Belknap Township Board reserves the right to discipline all cases of misuse and shall notify the Lessee of the situation and the boards decision regarding any future privileges.