

## RULES AND REGULATIONS FOR RENTAL / USAGE OF THE DANBY TOWNSHIP FACILITY

1. The Danby Township Facility is available to clubs and organizations and individuals for social get-togethers such as banquets, card parties, dances, wedding receptions, benefit fundraisers, business meetings and funeral luncheons. The facility is not available to individuals or groups for profit making endeavors unless approved by the Danby Township Board.
2. Facility Capacity with chairs and tables used is 120 persons and with chairs only, 240 persons.
3. **Alcoholic Beverages**, and **Gambling** are not permitted in the Facility or upon the property under the jurisdiction of Danby Township. **Smoking** is prohibited in the Facility.
4. **Drug use**, possession, sale or delivery of narcotics, hallucinogens, depressants or marijuana is prohibited in the Facility or upon property under the jurisdiction of Danby Township.
5. Red punch is prohibited in the facility, as it will stain the carpet.
6. Use of the Facility may be arranged for by making application on the form provided for that purpose.
7. Fees for rental/usage of the Facility are \$100.00 for Residents and \$150.00 for non-resident property owners or as set by the Township Board. All Fees for Facility rental/usage are to be paid to the Danby Township Clerk or authorized representative. All rental/usage fees must be paid in full 2 weeks prior to the Facility rental/usage date.
8. The Security deposit fee for weddings is \$300.00. For other rental/usage, it is \$100.00 or as set by the Danby Township Board. The Security deposit is to be returned following the use and inspection of the Facility, providing everything is found to be satisfactory. If not, the Security Deposit will be retained and used appropriately.
9. No group may use the Facility without a duly executed agreement. Agreement shall not be transferred, assigned, or sublet in whole or in part.
10. The User shall have control of those who may be admitted to the activity, except the Facility shall be subject to inspection at anytime by an authorized representative of the Danby Township Board. Danby Township reserves the right to hire a security guard(s) and include as additional charge if deemed necessary.
11. The User shall be responsible for the following:
  - (a) Necessary supervision over all persons in the building and adjacent grounds.
  - (b) Proper cleaning of kitchen, equipment and facilities after use and placing of all cans, bottles, papers, or other rubbish in plastic bags and removing them from the Facility immediately following usage.
  - (c) All Facilities used shall be restored to the condition they were prior to Occupancy and all floors are to be cleaned before lessee vacates.
12. In case of User's failure to comply with the requirements of item no.11, Danby Township may elect to employ such services and charge the cost to the respective User.
13. The User shall be liable for all breakage and other damage or loss to property resulting from the occupancy and use of the Facility and grounds.

14. All decorations used within the building must be fireproof. Open flame decorations, including candles are prohibited. Decorations shall not be fastened to the walls, floors or ceiling in any manner.
15. No operator of a vehicle shall stop, stand or park any vehicle upon a roadway or in any parking area in such a manner as to form an obstruction to traffic thereon or an inconvenience to private property neighboring the property of the Township.  
**Parking is allowed on paved surfaces only.**
16. Disorderly conduct in the Facility or upon property under the jurisdiction of Danby Township is prohibited and will result in immediate eviction and loss of deposit.
17. Set-up and arrangement of tables, chairs, and other equipment provided under this agreement shall be the sole responsibility of the User. Upon leaving the Facility, chairs, tables, etc. must be returned to their proper place.
18. There shall be no installation of equipment or alternations to existing Facilities or equipment without prior approval. Radios, phonographs, stereos, bands, orchestras and the like shall maintain noise levels low enough that neighbors do not complain. All music must cease playing by 10pm.
19. Activities are to be ended by 10:00 PM. and the Facility must be vacated by guests no later than 11:00 PM. The Facility must be cleaned and all trash removed prior to vacating.
20. No pets are allowed.
21. Children must be supervised at all times, indoors and outdoors.
22. All temporary signs announcing the rental/usage event must not be located in the road (Charlotte Hwy.) right-of-way and must be removed upon vacating the Danby Township Facility.
23. If food is to be served, user must comply with Ionia County Health Department regarding such. Please see the Danby Township Board representative for requirements.