

ALMENA TOWNSHIP  
27625 CR 375  
PAW PAW, MI 49079

Telephone: (269) 668-6910  
Fax: (269) 668-6913

Office Hours  
Monday, Wednesday, Friday  
9 AM - 4 PM

**Historic Hall User Policy**

Adopted March 29, 2001 - Amended March 31, 2010

1. The Historic Hall is available for rent April 1<sup>st</sup> through October 31<sup>st</sup> for an individual, or for any qualified organization upon approval, excluding for-profit business enterprises or commercial activities. Funeral receptions do not require Board approval.
2. The maximum capacity for any event is sixty (60) people.
3. Applications for use of the Historic Hall are available from the Office Manager and should be made at least two (2) weeks in advance. A 48-hour notice is requested for funeral luncheons.

Application for rental will be executed in triplicate:

One copy to supervisor.

One copy to renter at time of approval.

Original application on file with the Township Clerk

4. The rental fee will be \$150.00. A security deposit of \$200.00 is required. Both the rental fee and the security deposit must be paid in advance at the time the Hall is reserved.
  - a. The security deposit will be returned after the second Tuesday of the next month following rental date, and contingent upon the building and properties being inspected by a Township Official and found to be clean and free of damage, and return of building key or other Township property.
  - b. The deposit will be adjusted to reflect reasonable repair costs if damage or needed cleaning is required.
5. The rental fee may be waived by the Township Board for nonprofit organizations, or for any other purpose specified by the Board.
6. The Historic Hall is not available for use on any days which the Township requires use of the facility. The Historic Hall will be shut down for the winter and will not be available from November 1<sup>st</sup> through March 31<sup>st</sup> of each year.
7. Access to the basement of the Historic Hall is prohibited.
8. The kitchen is not inspected or equipped for meal preparation. The rental use is for light refreshments or carry in food. The kitchen is not equipped with dishes or flatware. We recommend that the renter use a catering service or potluck items. The renter must bring his or her own clean up supplies and containers for food.

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9. The renter is responsible for returning all tables and chairs to their original places and removing all trash. Tables and chairs may not be removed from the premises. The hall must be left neat and clean.
10. Decorations and/or informational material are not to be taped, tacked, nailed, stapled or fastened in any way to the walls fixtures windows, doors or ceilings. Any and all decorations must be removed and facilities returned to original condition. No spray painting on the grounds or in the building. No open flame candles are permitted.
11. Alcoholic beverages are prohibited in the building or on Township property.
12. Smoking is prohibited inside the building or on Township property.
13. No rice, bird seed or confetti shall be thrown inside or outside of the premises.
14. The building will be opened and closed by an authorized person.
15. The Historic Hall usage does not include: garbage disposal, (any garbage must be placed in the outside dumpster), snow removal, telephone or use of any other office area.
16. Almena Township is not responsible for damage to or loss of any items left on the premises prior to, during, or following the event.
17. No person shall deposit or abandon any garbage, sewage, refuse, trash waste, or other noxious material on said property. Dogs or other animals or pets are not allowed in the building, not to be tied up outside of the building or allowed to run loose. Seeing eye dogs and dogs for the handicapped accepted.
18. Parking or driving is allowed in designated areas only.