

**TOWNSHIP OF EVANGELINE
RULES AND RENTAL AGREEMENT FOR
TOWNSHIP HALL**

1. Definitions.

- A. "Authorized Township Official" means an officer or employee of the township responsible for the township hall per the instructions of the township board.
- B. "Guest" means friends, relatives, customers, clients, business associates, or other associates of the Renter.
- C. "Premises" means the Evangeline Township Hall.
- D. "Renter" means an individual, firm, corporation, association, partnership, limited liability company, nonprofit entity, or other legal entity. Renter must be a resident of Evangeline Township.

2. Hours of Operation and Regulations.

- A. The hours of operation for the premises are from 9 a.m. to 10 p.m.
- B. Renters and Renter's guests must vacate the premises and lock all doors to the Evangeline Township Hall by 10 p.m.
- C. Upon signing the rules and rental agreement, paying the required rental fee and security deposit, Renter shall be issued one (1) key to the Evangeline Township Hall. Renter shall not duplicate any key issued. Such key must be returned to the Authorized Township Official. If the premises are not rented on the day following the rental period, then such key must be returned no later than 12:00 noon on the day following the rental period. Failure to return the key as required in this subsection may result in the Renter forfeiting the security deposit.
- D. Renter shall not assign or sublet the rented premises to any person during the rental period.
- E. Renter is responsible for cleaning the premises after use to the satisfaction of the Authorized Township Official. Premises must be cleaned by the end of the rental period or 12 noon on the following day if the premises are not rented the day following the rental period.
- F. The maximum amount of people allowed during any rental period in the Evangeline Township Hall is forty-two (42).
- G. Renter and Renter's guests shall not alter or damage any structure on the premises. Renter is responsible for any damage to Evangeline Township

property rented during the rental period. At the Authorized Township Official's sole discretion, Renter shall forfeit a portion of or all of the security deposit to cover any such damages. The forfeiting of the security deposit does not limit Evangeline Township's ability to take action against the Renter for damages caused to the premises either in law or equity should damages exceed the amount of the security deposit.

- H. No alcohol shall be possessed or consumed at the Township Hall.
- I. Renter shall comply with all state and federal laws, as well as local ordinances, during the rental period. Failure to comply with such laws or ordinances, or the rules contained in this rental agreement shall subject the Renter and the Renter's guests to removal from the premises at the sole discretion of the Authorized Township Official.

3. Rental Rates and Deposits

- A. The daily rental fee is \$50.00 for the township hall. In addition to the rental fee there shall be a \$ 50.00 security deposit to ensure Renter's responsibility not to damage the premises and to clean-up the premises as provided in paragraph 2.E of these rules and rental agreement and to compensate the Township for any repair costs or clean-up expenses in the event Renter fails to perform its responsibilities. The amount of the security deposit, less any sums deducted for the purposes specified above, shall be returned to Renter within thirty (30) days after Renter vacates the premises, together with an itemized list of repair costs or clean-up expenses incurred by the Township.
- B. Renter must reserve the premises at least two (2) weeks in advance of the rental date. Renter must pay all deposits and fees for the period to be rented at the time the reservation is made. The Renter shall not rent the premises in excess of three (3) consecutive days unless expressly authorized by the Evangeline Township Board.
- C. A Renter wishing to cancel a reservation must notify the Authorized Township Official immediately. Cancellations properly noticed seven (7) days or more in advance of the rental period will result in a full refund of any rental fees and security deposits paid. Cancellations noticed six (6) days or less in advance of the rental period will result in a refund of any rental fees and security deposit paid, less a twenty-five dollars (\$25.00) early cancellation fee.

4. Dates and Times of Rental.

DATE AND TIME OF RENTAL

Day(s): _____ Time: _____

DATE AND TIME FOR DECORATION AND CLEANUP

Decoration Day: _____ Time: _____

Clean-up Day: _____ Time: _____

The premises shall be used for _____
and for no other purpose without the written consent of the Authorized Township Official.

I (We) have read the rules and rental agreement carefully. I(We) fully understand all the terms of the rules and rental agreement for the premises owned by the Township, including all definitions and language contained herein. I(We) as Renters of the Township Hall shall fully abide by the terms and conditions set forth in these rules and rental agreement for premises owned by the Township.

#1.) RENTER: _____ Date: _____

Phone Number: _____

email address: _____

Address: _____

#2. RENTER: _____ Date: _____

_____ Date: _____

Authorized Township Official
clerk@evangelinetwp.org