

Sylvan Township Hall Rules and Regulations

Rental fees for the Sylvan Township hall are as follows.

- 1.) \$75.00 deposit is required to reserve the hall. (\$50.00 for churches) If hall is left in an acceptable condition, \$25.00 will be return to the renter after the monthly board meeting is held. Rental fee is non- refundable .
- 2.) There will be no charge for funeral dinners.
- 3.) All windows and doors must be locked upon leaving the hall.
- 4.) Floors must be swept and mopped.
- 5.) Tables and chairs are to be placed in original positions.
- 6.) Renter assumes all liability and is responsible for any damages that occur during the event.
- 7.) Refrigerator must be emptied and left clean.

- 8.) If oven is used, it must be cleaned if needed.
- 9.) All trash must be removed by the renter.
- 10.) The thermostat must be returned to 65 degrees when closing the hall.
- 11.) Sylvan township does not supply paper products or kitchen equipment. Renter will need to bring their supplies.
- 12.) When locking the door, please check and make sure the door is locked before leaving.