**ELY TOWNSHIP HALL RENTAL RULES**

* **Reservations will be made on a “First Come” basis. All reservations are to be placed with township office staff at least one (1) week in advance.**
* **Key may be picked up the week of event or a day prior if event is on a week day.**
* **Please deposit key into drop box on front of building, west parking lot drop box, leave with cleaning checklist or return to office the next business day after the party.**
* **NO SETTING UP IN THE HALL THE DAY BEFORE YOUR RENTAL DAY WITHOUT PRIOR APPROVAL. (Additional Fee May Apply)**
* **If you choose to cancel your reservation, you must cancel 14 days prior to the hall rental date in order to receive your rental fee returned.**
* **Youth Groups: Adult supervision will be required at all times. One (1) supervisor for every ten (10) youths or any part thereof.**
* **Renter needs to provide: Table Covers, Dishes for leftovers, Garbage Bags, Saran Wrap, Foil, and Dish Cloths.**
* **NO SMOKING IN BUILDING, if smoking outdoors please do not throw cigarette butts on the ground. Please dispose of cigarettes properly or deposit will not be refunded.**
* **Hall capacity is 120 people.**
* **If alcohol is being served it is essential the notify Ely Township at the time the rental date is reserved. You will be required to furnish a copy of your own liability insurance.**
* **Do not take tables or chairs outside of the building.**
* **Do not prop open the hall doors due to bug control, or heat loss.**
* **Do not stand on tables & chairs or drag across floor.**
* **Do not staple any decorations, remove all decorations after party including tape strips if used.**
* **Renters will be responsible for any stolen or damaged Ely Township property. A $75 fee will be charged (each) for any destruction of the framed pictures hanging in the hall.**
* **REMOVE ALL GARBAGE FROM BUILDING AND PUT IN OUTSIDE DUMPSTER ON EAST SIDE OF BUILDING.**
* **All groups must vacate building by Midnight (12:00 a.m.) with the exception of the cleanup committee.**
* **Cleaning Checklist may be left on the kitchen island.**
* **Upon leaving, be certain ALL doors are locked.**

***If there is a deficiency at the facility upon the user’s arrival, it shall be the responsibility of the renter to report it immediately in order to prevent unnecessary liability. Call any of the following Ely Township Board members.***

**Jeremy Laakso, Supervisor: 906 204-5788 Leah Dompierre, Office Manager: 906 360-7497**

**Dawn Schuhknecht, Treasurer: 906 251-1577**

**Molly Taseris, Clerk: 906 361-7973**