

## BURNS TOWNSHIP HALL

124 LEHRING RD., BYRON MI 48418  
810-266-6220

### RENTAL RULES & REGULATIONS

Please retain this copy of your information when using the township hall.

1. Hall must be cleaned immediately after rental, and you must be out by 1:00 a.m.
2. All floors, restrooms included, must be swept and spot mopped. Use COLD WATER ONLY  
\*\*\*NO CHEMICALS\*\*\*NO SOAPS OF ANY KIND\*\*\*
3. All chairs and tables must be cleaned, placed on caddies, and put in the storage room except for the tables and chairs which are setup in the original room setup.
4. Keep children from swinging on the hangers or climbing up the walls of the coat racks.
5. Do not throw decorative stones or decorations outside.
6. **DO NOT PUT TAPE, PUTTY, COMMAND STRIPS, NAILS, PINS, STAPLES OR THUMB TACKS ON THE DOORS, WALLS, FLOORS OR WINDOWS. Your deposit will be affected if the rules are not followed.** Initial \_\_\_\_\_
7. **DO NOT HANG THINGS FROM THE CEILING. Your deposit will be affected if the rules are not followed.** Initial \_\_\_\_\_
8. **Do not use Mylar (confetti) or glitter decorations**, as they are too hard to clean up. Initial \_\_\_\_\_
9. Renter supplies own coffee pots, dishes, silverware, towels. There is one coffee pot in kitchen.
10. Clean Microwave and refrigerator of spills. Wipe off counters and sinks.
11. Renter is responsible for removal of trash to carts. Including bathrooms. **No exceptions.** Initial \_\_\_\_\_
12. No music after midnight. We have neighbors so please consider them. Keep Your party inside unless you are outside smoking and deposit cigarette butts in the appropriate receptacle.
13. **Turn thermostats down (push the run button) and air conditioners off before you leave.**
14. **Check all doors to make sure they are locked and tightly closed.**
15. This is a SMOKE FREE facility. There is absolutely no smoking in the building during any time of your rental. Do not throw cigarette butts on the ground. **PICKUP ANY BUTTS THAT YOUR GUESTS HAVE THROWN ON THE GROUND.**
16. Hall grounds shall be cleaned of all debris, bottles, cans plates, cups, papers and cigarette butts.

**DEPOSIT WILL BE RETURNED PROVIDING THE HALL IS CLEANED AND LEFT IN THE CONDITION IT WAS IN WHEN YOU ARRIVED.**

**FAILURE TO COMPLY WITH THE RULES FOREEITS YOUR DEPOSIT AT THE DISCRETION OF THE TOWNSHIP BOARD. THE HALL WILL BE CHECKED TO MAKE SURE EVERYTHING WAS CLEANED UP AND ALL TABLES AND CHAIRS WILL BE COUNTED PRIOR TO DEPOSIT BEING RETURNED.**

If the hall is not cleaned or is damaged as rules state:

1. Pictures will be taken and placed on file.
2. By Wednesday following the rental, the renter will be notified by phone or mail.

3. Renter has the right to appeal to the whole board at its next regular meeting.

**DEPOSIT WILL BE WITHHELD AT THE FOLLOWING RATE:**

Alcohol consumed without an Accord form (insurance)	100%
Alcohol consumed at graduation parties (this includes beer and wine)	100%
Any tables or chairs missing	100%
Smoking inside of building	100%
Mylar or glitter used	100%
Doors left open or hall left unlocked	100%
Damage to walls	100%
Damage to floors	100%
Damage to ceiling	100%
Damage to tables, chairs or hangers	50%
Candle wax and tape, etc. on floors, tables or walls	50%
Failure to take trash to trash cart	50%
Littering on outside of hall	50%

If there are problems (mechanical, maintenance, etc.) at the hall during your rental, please call the EMERGENCY CONTACT NUMBERS: Casey Glass 810-516-2372, Shirley Riley 810-444-3972 or Deb Adams 810-614-3157. The Township will not refund any expenses paid by the renter to fix, correct or maintain the hall if there is a problem, without consent.

If, after you have paid your deposit you decide to cancel your rental, you must notify the township at least 30 days in advance to have your deposit refunded. Any later than that your deposit will not be refunded.

If you have any questions, please feel free to phone our office at 810-266-6220.

**\*\*\*\*\*THESE ARE YOUR RULES AND REGULATIONS\*\*\*\*\***

## Room Setup



2 six foot tables and 1 five foot table 5 chairs

4 rows of 8 chairs with aisle in the middle