

Brown Township

Township Hall Rental Policy

It is the policy of Brown Township that the Township Hall at 2495 Walker Road be available for rent under the following procedures:

- Available to Brown Township residents only.
- Rental fee for residents: \$50 per use.
- Qualifying non-profit groups based in Brown Township: \$50 for use 1-5 days per month, \$100 for use 6-10 days per month.
- Civic organizations based in Brown Township pay no rental fee.
- Execution of a Brown Township Hall Rental Agreement.
- No alcoholic beverages, recreational drugs, weapons or animals (except service dogs) are allowed anywhere on the premises.
- No smoking is allowed inside the building.
- Gambling is **not** permitted anywhere on the premises.
- Use of sterno or other flammable means for heating is **not** permitted.
- Candles used for table decorations *must be contained*. The use of glass votives or enclosed globes are acceptable.
- The use of tacks, nails, brads, etc. that make holes in the walls/doors are **not** permitted. The use of scotch tape on painted surfaces is **not** permitted.
- To use only the Community Room, kitchen facilities and restrooms.
- To return all Brown Township property to designated storage spaces.
- To vacate the premises at the scheduled times.
- To leave the building secured, locked and alarm set.
- To thoroughly clean the facility using the provided vacuum in the garage and cleaning supplies located in the kitchen cabinet and placing all refuse (including bathroom waste can contents) in the large trash container in the main room. Remove trash bag(s) from large container and take **all** waste with you. This is a Carry In - Carry Out facility. Dumpster is locked.
- *No personal property shall be on the premises* other than during the rental period. This includes any items left in the kitchen and refrigerator. If left, the renter is aware items will be thrown away.
- To reimburse Brown Township for the cost to repair, replace or clean any damaged property owned by the Township, minimal cost no less than \$50.00.
- Failure to comply with the above conditions will result in discontinued use of this facility.

2/6/25