

## **Spencer Township**

### **Policy on Rental of Spencer Township Meeting Room**

It is the policy of Spencer Township that whenever possible the township meeting room will be made available to township residents for township related activities or personal use. The facility will not be available for any commercial function and will not be rented to non-residents.

Any Spencer Township non-profit or community group that desires to use the hall may do so after completing an application form and paying a key deposit. The deposit must be paid before the key is issued and will be returned in the night deposit box (outside the main entrance) after the rental is complete or bring it in the following day. In all cases official uses of the township hall by the township board, other boards and commissions, official meetings, fire department or other governmental organizations will have first priority. In order not to create scheduling conflict, the hall cannot be reserved for a regular week meeting (e.g. every Thursday at 7:00 p.m., etc.). It is the intent of this policy to make the hall available whenever possible to Spencer Township groups while avoiding conflicts with official township activities.

For residents wishing to use the hall for family activities, receptions, parties, or other activities, a contract has been prepared which outlines the rules and regulations of such rentals. Rentals of this nature place a great deal of responsibility for care of the township hall and its equipment on the renting resident. The details of the policy for rental for social activities can be obtained from the township office.

All reservations for the township hall must be made through the township office. The clerk will have final authority on decisions related to the rental of the facility and the return of any deposit or assessment of damages.

Township office hours:

Tuesday: 8:30 a.m.-12:00 p.m. and 2:00 p.m.-5:00 p.m.

Wednesday: 8:30 a.m.-12:00 p.m.

Thursday: 8:30 a.m.-12:00 p.m. and 2:00 p.m.-5:00 p.m.