



69 Lincoln Lake Ave NE, Lowell

Vergennes Township Community Room Rental Policy

The Township buildings have been built and furnished with the public funds of its taxpayers. Township officials, being aware that they are the custodians of the taxpayers' property, have formulated the following for renters:

General Information

- For ALL emergencies, please call 911.
- Rental is available to Vergennes Township residents ONLY. The renter will be present in the Township Hall during the entire rental period.
- Township events always take priority over rental availability.
- The building is not to be used for business or for-profit events.
- Homeowner Associations within the township may rent the facility for up 90 minutes for meetings where no food or drink is present, for \$50.00.
- Municipal offices are off limits, doors to office wing will be locked.
- Room may be reserved no earlier than one year in advance.
- There is no early set up or late clean up outside of the time reserved.
- The maximum capacity is 100.
- Renting the hall does not include the grounds area.
- Park only in designated spaces.
- The Community Room is not available past 10 p.m.
- The kitchen is not to be used to prepare meals from scratch. The oven is for warming ONLY.
- The Renter must conduct event in accordance with all applicable federal, state, and local laws and regulations. The Renter is responsible for the conduct of all persons who enter the Township property during the rental period.
- Community room and Township Property (except for the restrooms) are monitored by closed circuit recording devices.
- Renter will be held responsible for the costs of emergency personnel response to false fire alarms.
- The Township reserves the right to refuse or revoke permission to use the facility.
- Renter will accept complete responsibility and liability for damages to the building and /or equipment it contains.

- Renter will agree to hold Vergennes Township and its elected and appointed officials, employees, or all those working on behalf of Vergennes Township, harmless from all claims arising from the use of the Township facilities.

Absolutely prohibited

- Alcoholic beverages, red punch, smoking, gambling or disorderly conduct.
- Candles, glitter or confetti
- Tacks, putty or tape of any kind on walls, woodwork or ceiling. If used, you will forfeit the full deposit.

Available Items

- Refrigerator
- Microwave
- 12 round tables
- 85 Chairs

Audio Visual Usage

- AV items include Bluetooth connection for audio, monitor usage for power point and photo displays, microphones, camera (for remote capabilities)
- AV usage is additional fees.
- AV items REQUIRE training ahead of time, microphones and camera usage require township staff.

Cleaning Check list

- All tables and chairs must be returned to the appropriate locations, and the meeting room left the way it was.
- The carpet needs to be vacuumed, kitchen and restrooms cleaned, and all garbage (including bathrooms!) removed. The rooms must be left in the manner in which they were found. You will be given a copy of the checklist at rental.

Additional Services

If rental requires additional services such as snow removal, salting, or special lawn care, those charges are the responsibility of the renter.

Snow removal and salting are not standard for weekend days.