

Policies, Procedures and Fees
Township Hall rental and Use

The use of these facilities is administered as fairly and equitably as possible. Permits will be granted, denied or revoked at the decision of the township officials.

The following policies, procedures and fees have been developed to assist those who reserve and/or use the township hall as follows:

THE PERMIT APPLICANT CLASSIFICATION:

A. Resident (One of the following)

1. Valid ID, such as a drivers license or other proof of residency for 30 days or more;
2. A civic group, organization, business, industry, church or school with its physical facilities located within the township limits;
3. A representative of a youth organization, community school or church, wherein at least 50 percent of the participants are township residents, or which have provided significant benefit and service to and for the township;

B. Non-Resident

1. Any person, civic group, organization, business, industry, church or school not residing or having physical facilities location within the township.

RESERVATION POLICY – One-time permits may be applied for and secured through Township Officials according to the requirements listed below:

- A. Priority will be given to township residents as in Section A.1, on a first come-first serve basis. Permits for others will be awarded on a first come-first basis to either residents or non-residents.
- B. Requests for a permit may be phoned in, made in person, completed on the Spencer Brook Township website and mailed to Spencer Brook Township but will not be valid until the fee is paid and approved granted by a township official. There will be NO tentative reservations, and same day reservations will NOT be granted.

C. Usage fees are as follows:

a. <u>Building</u>	<u>Residents</u>	<u>Non-residents</u>
b. Township Hall	\$75.00	\$100.00
c. Non-Profit Organizations	\$40.00	\$60.00
d. Senior Citizens	\$40.00	\$60.00
e. Employees, elected, officers	\$55.00	

- D. There shall be a \$15.00 deposit for each key that is required. A \$100.00 damage deposit is also required prior to use and will be refunded after usage if not needed for additional clean-up or damage costs incurred.
- E. Permits will be issued for a maximum period of six (6) hours unless a township official authorizes an extension. The renter must relinquish the facility by the time specified on the permit.

- F. Township Officials reserve the right to regulate and control the size of the group or organization using the facility.
- G. The Town hall MUST be vacated by 10:00 PM, unless otherwise specified.
- H. All groups are responsible for the cost of all damages to any equipment or facilities used during the rental period. The township will NOT be responsible for losses of personal property by individuals or groups, etc. and are NOT responsible for any physical harm or injury while renting the facility.
- I. All vehicles must park in the designated areas/or roadway where permitted and must NOT block any roads or right-of-way that could impair emergency vehicles.
- J. Permits are valid only for the date, time and place specified on them and must be in the users possession for verification, if needed.
- K. When a key is needed for lights/entrance, the applicant may obtain the key from a township official with the permit. The key CANNOT be transferred from one person to another, or group, under any circumstances. It MUST be returned immediately after the event by placing in the mail box across the street or time allowed is completed. Failure to return the key within two (2) business days or permit expiration date will subject the permit holder to a fine in the amount of \$15.00 plus the cost to re-key the facility and forfeiture of the privilege to reserve the town hall until paid in full.
- L. Structures and equipment shall not be altered or moved from one area to another unless specifically mentioned on the permit and by or under the direct supervision of a township official. Extra or unusual services for programs or activities MUST be identified in the permit.
- M. All groups/organizations using the township facilities shall provide an adult supervisor for all minor children who shall remain with the group during all activities and be responsible for the group's conformance to all appropriate rules, regulations and policies. The supervisor will be identified on the permit if the person is not the renter.
- N. NO alcoholic beverages, cannabis or controlled substances are allowed on the premises. Failure to follow this will result in fines, possible arrest and penalties. A representative from the Isanti County Sheriff's office will be granted permission to check on the facility, enter the facility close the facility if needed by not following this rule.
- O. All smoking is to be done outside the building with remnants of cigarettes, vapes or other devises are to be disposed of in the proper receptacles. Cigarette butts will be disposed of on the south end of the town hall..
- P. Refunds will be given ONLY if cancellation is made no less than two (2) week prior to the reserved date of the permit.
- Q. The township reserves the right to bill the permit holder(s) if the permit holder is insufficient in cleaning after the event or usage.
- R. All insufficient funds checks will be subject to a \$35.00 returned check fee and MUST be resubmitted in cash.
- S. As a general rule:
 - a. The use of glass containers is prohibited
 - b. Clean-up of the premises and removal of garbage is required
 - c. Shut off all lights and lock up facility upon completion of the event

- d. Users are required to remove all non-township materials, equipment, decorations and furnishings privately owned by them after use of the facility.
- T. Any/all events and participation in all activities on township property cannot be restricted in any way on the basis of sex, race or religious affiliation.

I have read the above policies for rental of the Spencer Brook Town Hall and agree to any and all terms as listed above.

NAME: _____ (Renter)

DATE: _____

TOWNSHIP OFFICIAL: _____

FACILITY RENTAL AGREEMENT

PRE-RENTAL CHECK LIST:

YES	NO	All carpets ARE CLEAN
YES	NO	Floor in kitchen and restrooms are washed and cleaned
YES	NO	Toilet Bowl is clean. (Because of the water at the town hall the toilet bowl may hae rust stains in it.)
YES	NO	Counter tops/sinks are cleaned and wiped off- kitchen and bathrooms
YES	NO	Tables and chairs are clean and placed in position as requested by township
YES	NO	All appliances are clean:
	YES	NO Stove
	YES	NO Refrigerator
	YES	NO Microwave
	YES	NO coffee pot(s) includes 30 cup and 60 cup
YES	NO	Thermostat is turned down to 60 degrees
YES	NO	received directions on how to adjust thermostat
YES	NO	Air conditioning is working (If needed)
YES	NO	Received directions on how to operate the AC thermostat
YES	NO	Verify that all doors and windows are locked upon arrival.
YES	NO	Verify that all light are in working order
YES	NO	No garbage has been left in garbage cans

You **MAY NOT** use any of the following items: paper towels, paper plates, cups, table ware, napkins, coffee filters, trash bags, any item in the cupboards above the sink and in the drawers. **Toilet paper** is in the hallway closet if needed).

Pre-Rental Inspection by: _____

Renter: _____

Date Inspected: _____

Facility Rental Agreement

Spencer Brook Town Hall

The following MUST be completed by the Renter

- YES NO All carpets vacuumed
YES NO Floor in kitchen and restrooms washed and cleaned
YES NO Toilet Bowl cleaned
YES NO Counter tops/sinks cleaned and wiped off- kitchen and bathrooms
YES NO Tables and chairs cleaned and placed in position as requested by township Officials
YES NO All appliances cleaned (if used)
YES NO Stove
YES NO Refrigerator
YES NO Microwave
YES NO coffee pot(s) includes 30 cup and 60 cup
YES NO Thermostat to be turned down to 60 degrees upon leaving (if used)
YES NO Air conditioning to be turned off (if used)
YES NO Close/Lock all door and windows, all shades closed
YES NO Turn off all lights
YES NO Garbage removed from building and premises
YES NO Leave building key in the mailbox

REMINDER – Cleaning is the responsibility of the renter. Any of the above items not completed after use will be deducted from the damage deposit at the rate of \$_____per hour for time needed to be completed.

I agree to the above rules:

Renter: _____
(Signature)
DATE: _____

Inspected by:

DATE: _____

Township Official:

Approved: YES NO (Circle One)

RENTER INFORMATION:

FULL NAME: _____ (Printed)

ADDRESS: _____

PHONE: _____

Damage deposit returned: YES NO

Date Returned: _____

By: _____

Comments: If anything was not in proper working condition or broken prior to the time of the rental or if anything breaks during use please list here: _____

Thank You

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