
CLINTON TOWNSHIP

Town Hall Rental Policy and Guidelines

Township Hall Rental Fees & Deposits

Township Hall Rental Application and Fee Policy

Clinton Town Hall General Conduct and Information

Rental Agreement

*This policy will be regularly reviewed by the Town Board and is open to amendments.
Please ask for the Hall Coordinator for the latest version.*

Clinton Town Hall • PO Box 147 • 8907 Highway 37 • Iron, MN 55751 • 218-744-5591

Clinton Township Hall Rental Fees

Fee Type	Resident	Resident Deposit	Non-Resident	Non-Resident Deposit
Funerals	Free	(none)	\$100	\$150
Private Parties <i>Examples: Family Gatherings, Birthdays, Showers, Graduations, Luncheons, Reunions, Approved Fundraisers, Rummage & Craft Sales</i>	\$75	\$100	\$150	\$150
Wedding Dances/Receptions Day before rental fee for set up Day afterward, <i>no fee if key is returned by noon</i>	\$250 \$50 \$50	\$150	\$400 \$50 \$50	\$300
Community, Non-profit, or Charity Groups Meeting (no meals) Events	\$50 \$75	(none) \$50	\$75* \$150*	\$50 \$100
<i>All Board Members, Fire Department Members, First Responders, Custodian, and Schedule Coordinator may rent the hall one time per year for \$25</i>				
<i>*Non-resident- non-profits may rent the hall only one time in 12 months.</i>				
<i>For events not listed, the board reserves the right to review and adjust fees depending on the use of facilities.</i>				

Clinton Township Town Hall Rental Fee Policy

Rental Agreement: The Rental Agreement must be signed at least 14 days before the event date. There is no guarantee of availability of the Hall until the Rental Agreement is signed and rental fee is paid. Rentals may be made up to a year in advance.

- I. **Sublet or Transfer.** A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.
- II. This agreement is for rental of the Town Hall only and does not include:
 - a. The board room
 - b. Exclusive rights to the whole parking lot
 - c. The recreation areas which will remain open for public use during rental events unless special agreements are made.

Cancellation/Refund: Rental requests may be cancelled as provided for in this section.

- I. **By the Township:** The Township may cancel a scheduled rental request under the following circumstances:
 - a. If at any time the renter fails to comply with the conditions set by the township on the rental including, but not limited to: failing to pay the rental deposit fees and signing the Rental Agreement, breaking any local, state, or federal law, or failing to provide proof of insurance or license as required for alcohol use.
 - b. For any reason if the township finds it necessary to cancel and notifies the renter at least 30 days before the event. The township will reimburse rental fees.
 - c. At any time for reasons beyond the township's control as in cases of emergency, unsafe environmental or health conditions, or interruption of utility services. The township will return any fees or deposits made by the renter. The township is not liable for any claims of disruption, loss, or damages resulting from the cancellation.
- II. **By the Renter:** The renter may cancel a rental request up to 14 days before the event and the rental fees and deposits will be returned following the next regular township board meeting. A renter canceling a rental request within 14 days of the event will forfeit the rental fees paid to the township, but the damage deposit will be returned if it has already been paid.

Rental Fees and Deposit: The Hall rental fee and deposit fee must be paid to the township at least 14 days before the event. Checks are to be made payable to “Clinton Township”. After the event, the Hall will be evaluated for cleanliness and damage and if found in satisfactory condition, a damage deposit refund check will be sent to the renter following approval at the next monthly township board meeting.

I. Resident Fee: Resident fees apply to renters who are residents of the township on the date of the event. If a corporation or organization is renting the Hall, it will only be considered a resident if members are residents of the township.

II. Non-Resident Fees: Non-resident fees apply to renters who are not residents of Clinton Township as of the date of the event.

III. Deposit:

- a. Deposits must be paid with the rental fee at least 14 days before the event.
- b. The renter is responsible for all damages and clean-up of the Hall and grounds during the event. (See details for clean-up on page 5)
- c. Deposit will not be refunded if keys are not returned immediately after use.
- d. To avoid possible damage, do not use tape, staples or adhesives on the walls or floors.
- e. The township board may deduct from the damage deposit refund any repair or clean-up costs incurred to return the Hall to the same condition it was prior to the rental date. Unused portion of the damage deposit will be approved and returned to the renter after approval at the following town board meeting. If the costs of repair or cleaning exceed the damage deposit, the renter will be held responsible for reimbursing the township for all additional costs incurred, including collection fees. The township will provide the renter a bill containing an itemized list of the costs incurred to clean and/or repair the Hall that is due and payable upon receipt.

Clinton Township Town Hall General Conduct and Information

The Clinton Township Hall is available for rent all days of the year. Contact the “Township Hall Schedule Coordinator” by calling the Clinton Township phone at 218-744-5591. Choose option six to be connected with the Schedule Coordinator.

1. **Maximum Capacity:** The maximum capacity of the Township Hall is 200 persons. At no time shall the number of persons at an event exceed that number.
2. **Exits:** There are three exits located in the building. One is located on the east side, the main entrance. The second is located near the southwest corner. The third is located on the south side through the kitchen. These doors shall not be blocked or pathway impeded at any time during events. All exits shall be locked by renter prior to leaving the town hall.
3. **Amenities:**
 - **Serving Kitchen** – Renters may use the kitchen facilities which include a commercial refrigerator, freezer, small stove with oven, dishwasher and sinks, large coffee maker(s) and some serving utensils. Please ask for more information from the Hall Coordinator. Dishes for large events are available upon request for a fee. If kitchen is used, all dishes, pots, pans, glassware, silverware and other utensils must clean and returned to their original location
 - **Food:** The kitchen is not certified for cooking food. For private parties, homemade food may be brought in. For public events, food needs to be brought in by a licensed caterer.
 - **Chairs and tables:** Chairs and tables are available for the renter. Set up and tear down of tables and chairs are the responsibility of the user.
 - **Internet/WiFi** is available for public use.
4. **Clean-up:** The renter is responsible for leaving the Hall in as good condition as it was found.
 - All tables and chairs must be wiped down and returned to their original position.
 - Kitchen surfaces must be wiped clean.
 - The renter must empty **all** garbage into the dumpster located on the west side of the building.
 - Excess trash or unsold rummage sale items cannot be placed in the dumpsters.

- All floors must be swept clean. To properly protect the floor surface, floor mopping will be completed by the custodian.
 - All lights must be turned off and all doors locked before leaving the building.
5. **Smoking:** Smoking in the township Hall is prohibited at all times and within 20 feet of the Hall.
6. **Alcohol Policy:** The possession, use or sale of alcoholic beverages is permitted in the Town Hall only under the following conditions:
- Certificate of Insurance from the renter's home-owners insurance company or the caterer/vendor insurance must be provided to the Hall Coordinator when the keys are picked up, otherwise no alcohol can be served.
 - The caterer/vendor must provide proof of the proper liquor license to the coordinator before the keys are picked up if alcohol is to be sold.
 - Renter must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
 - "Bring Your Own Bottle" is prohibited.
7. **Animals:** Animals of any kind are prohibited in the Town Hall at all times unless special permission is granted. In accordance with the ADA, certified service animals are allowed.
8. **Assumption of Responsibility:** The Renter assumes full responsibility for the appropriate conduct of all the group members and guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.
9. **Indemnification:** The Renter agrees to defend, indemnify, and hold harmless the Township, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.
10. **Gambling:** Gambling of any nature or manner is prohibited unless it is for non-profit and approved in writing by the Town Hall Supervisors (Bingo, raffles, etc).

11. **Accidents/Damage:** Any accidents or damage to the Town Hall must be reported to the Hall Coordinator when returning the keys.
12. **Heating and cooling:** Renters are allowed to adjust the heating and cooling system with directions from the Hall Coordinator. In case of a HVAC issue, please contact a supervisor by calling 218-744-5591.
13. **First Aid Kit:** Located on the left wall as you enter the Utility room. In case of use, notify Hall Coordinator.
14. **Fire Extinguishers:** There **are** fire extinguishers located in the kitchen area and throughout the building. In case of discharge, immediately contact the fire chief by calling 218-744-5591 and selecting option seven.
15. **AED:** There is an AED located next to the telephone in the main entrance Hall. In case of an emergency and use, immediately contact 911.
16. **Safety data sheets:** Available upon request
17. **General Safety:**
 - Do not block Hall exits with furniture, tables, decorations or other items.
 - The renter is responsible for assuring the Hall does not become overcrowded.
 - No open flames, sparklers or fireworks are permitted in the Hall or on the grounds.
 - Children under the age of 18 must be supervised at all times.
 - Assure parking lot safety especially for children as they cross the parking lot to the play ground and provide adult supervision at all times.

In case of questions or concerns, please call 218-744-5591 to reach one of the township supervisors. In case of an emergency, call 911.

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CLINTON COMMUNITY BUILDING RENTAL AGREEMENT & RECEIPT

NAME OF RENTER: _____ PHONE #: _____

ADDRESS: _____

☐ Resident ☐ Non-Resident ☐ FD Member ☐ Board Member ☐ Other

RENTAL DATE(s) and time: _____

EVENT DESCRIPTION:

Total Rental Fee(s): _____

Damage/Cleaning Deposit: _____

TOTAL: _____

AMOUNT PAID: _____ DATE PAID: _____ CHECK # _____ or ☐ CASH

RECEIPT #: HR _____ TOWNSHIP SIGNATURE: _____

AGREEMENT:

- ☐ I have read the Clinton Hall Policy and Guidelines and agree to abide by such.
- ☐ Alcohol will not be served at this event.
- ☐ Alcohol will be served at this event. I am responsible for any injuries or accidents. I have provided a copy of my home owner's or caterer/vendor's insurance is with _____, and I have provided a copy of this portion of the insurance policy at the time of signing this agreement.

SIGNATURE OF RENTER: _____

REFUND OF DAMAGE/CLEANING DEPOSIT

- ☐ Community Building was found unsatisfactory. Record cleaning and/or damage issues and provide recommendations for further actions:
- ☐ Community Building was found satisfactory, clean, in good order with no damage noted.
- Date of Refund Approval: _____ Amount to be Refunded: _____

Building Custodian Signature: _____

REFUND: Clinton Township Claim #: _____ Date: _____ Township Check #: _____

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