

ST. CLAIR TOWNSHIP
1539 S. Bartlett Rd. St. Clair, MI 48079
Phone (810) 329-9042
www.stclairtwpmi.gov

RULES FOR RENTING TOWNSHIP HALL

1. Rental only available to Township residents.
2. Maximum Capacity – 75 people
3. **No alcoholic beverages** allowed.
4. **No smoking** allowed inside building.
5. Must remove all trash generated by your use.
6. No tape or tacks on walls or ceiling.
7. Renter is responsible for any damage to the building or grounds.
****Please do not drag tables across floors as this will scratch the flooring.****
8. Township Hall is to be left in same condition as prior to renting. The hall floor must be swept and mopped. If not found in satisfactory condition renter has the option to come and clean to the satisfaction of Township or forfeit the \$50.00 deposit.
9. **A deposit of \$100.00 is required prior to rental. \$50.00 is refundable if all the above rules are kept and there is no damage to the premises. A check will be issued by the Township to the person signing the rental agreement following the rental if everything is cleaned up and in good condition.**
10. Township has the right to deny future rentals if resident does not abide by stated rules.

I _____ as resident of St. Clair Township wish to rent the Township Hall on

DATE OF EVENT _____

TIME OF EVENT _____

PURPOSE/OCCASION _____

PICK UP KEY BY 4:00 pm Friday

I agree to abide by all rules established by the Township Board. Renter will indemnify the Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by Renter of the leased premises or any part of Township's property, occasional wholly or in part by any act or omission of renter, its agents, contractors, customers or guest.

Signed _____

Address _____

Telephone _____ Date _____

Office Use Only:

Amount Paid \$ _____ Date _____ Cash ____ Check # _____

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PLEASE SEE BACK OF SHEET FOR DOOR INSTRUCTIONS

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IN CASE OF A MEDICAL EMERGENCY CALL 911

St. Clair Township Hall is equipped with a LIFEPAK CR2 AED – DEFIBRILLATOR. The AED is located on the south wall of the meeting/event room.

In the event of a NON-MEDICAL emergency please call Brian Mahaffy (810)625-8845.

Both the front and north side doors are unlocked with the same key system. They are both equipped with panic bars. This means that even if you unlock the door with the key on the outside, every time the door shuts it will lock again.

To unlock the doors for easier entry it is necessary to use the specially equipped key. This key is located in the front lobby area on the side of the white drop box. It is on the left side of the box attached with a magnet clip.

To use this key – push in the panic bar and insert the key. While holding the bar in, you turn the key to the right. To lock the door, you must use the same key. To lock the door push the bar in and turn the key to the left. Please return the key to the same place on the left side of the white drop box.

St. Clair Township has the following available for your use:

3 – 6' Tables

10 – 8' Tables

Coffee Pot - 12T coffee, fill with water, allow ½ hour for brewing – Makes 24 Cups

******Total number of tables may vary during tax & election season.
Please call at least a week or two ahead to verify availability.***