

# Helga Community Center Use Policy

The Helga Township Community Center is used by many clubs, organizations, families and groups regardless of residence. The following rules and practices were established by the Township so that everyone can benefit from using the building at the lowest possible cost. An application for use is available on our township website at <http://www.helgatownship.com> or by contacting the representative listed at the end of this policy. \$100.00 deposit and full rental fees are required at time of application (**by separate check**) with deposit to be returned when the premises are approved after use and all keys are returned. The security deposit is returned to renters who leave the Community Center in the same condition it is found.

## GENERAL INFORMATION

North Room – 29' x 24'

South Room – 29' x 24'

Kitchen – Including 2 stoves, refrigerator, large coffeemaker, silverware, dishes, etc, tables and chairs (79 chairs, 14-8 foot tables, 4-5 foot tables are available on a first come first serve basis).

**The upstairs is not available for rent at this time.**

## FEES

Two rooms and kitchen - \$60.00, One room and kitchen - \$45.00, Room without kitchen \$35.00

Early set up fee if room is available the prior evening \$15.00

Fees are waived for funerals and benefits for residents of Helga Township.

## RENTAL RULES AND REGULATIONS

- The serving and consumption of alcoholic beverages inside or outside on the town hall grounds is prohibited.
- **No beverages with red dye may be served at any time.**
- Smoking inside the town hall is prohibited. Smoking on the grounds requires disposal in containers.
- All trash must be removed by the users at the conclusion of the event Garbage bags (liners) are supplied. Garbage bags should be placed in the dumpster located near the SE corner of the building.
- Outside litter must be picked up and removed.
- Meeting rooms must be left clean with tables and chairs placed back on the dollies.
- Community Center furniture and supplies must not leave the building and cannot be loaned to individuals or groups for use elsewhere.
- All floors must be swept and vacuumed.
- Linens will be laundered, please leave them in the bucket at the end of the kitchen counter.
- No overnight events. Closing time of the Community Center on Weekends is 1:00 a.m. and 12:00 midnight on Sundays and weeknights, including clean-up time.
- Campers and tents are not allowed.
- No tape or fasteners that may damage the walls may be used for hanging items, or decorating. All decorations must be removed at the end of the event.
- Groups are responsible for the close supervision of their children.
- No pets are allowed in the Community Center. Owners are responsible for cleaning up after pets outside the building.
- No open flames are allowed inside the Community Center.
- Any damage to the facility must be reported to Community Center contact person within 24 hours of rental. At the end of the event, all toilets must be flushed, lights turned off, **ALL** windows and doors closed and locked. Please return keys to your contact person. If you did not receive a reminder check list for items to be done before leaving when you submitted your contract, you will find a copy in the Community Center Rental Information Binder located on the kitchen counter.

**THE TOWNSHIP THANKS YOU FOR YOUR COOPERATION! WE HOPE YOU ENJOY USING OUR FACILITIES.**

**Your Contact Person for this event is \_\_\_\_\_ Phone \_\_\_\_\_**