

Vernon Township Facility Rules & Regulations

The following rules and regulations govern all rentals of Vernon Township facilities. By submitting a Facility Rental Application, renters agree to abide by these requirements.

1. Applications & Reservations

- All applications must be submitted in writing through the Facility Rental Application Form at www.vernontownship.com.
- Applications are not complete until the executed acknowledgement of these Rules and Regulations, all fees and required deposits are submitted.
- Reservations must be confirmed at least **10 business days prior** to the event.
- Dates, times, and scheduling of all activities are at the discretion of the Program Supervisor or Township Management.

2. Rental Hours

- All rentals must conclude by **10:00 p.m. on Fridays and Saturdays** and **9:00 p.m. Sunday through Thursday**.

3. Fees & Deposits

- Rental fees are charged **by the hour**, beginning with the renter's Set-Up Start Time and ending with the Clean-Up End Time stated in the rental agreement.
- A **\$200 refundable damage deposit** is required for all rentals.
- Any event continuing past the agreed upon end time will incur a charge of **\$50 per 15 minutes**.
- Deposit refunds will be issued by check within approximately **45 days** of the event.

4. Renter Responsibilities

- The renter, or a designated representative (assigned in writing at least **10 business days in advance**), must be present for the entire event.
- Renters are responsible for ensuring that all activities comply with these rules and regulations.
- Renters and guests are restricted to the reserved area(s). The **second floor** of the Community Service Building is always off limits.
- Children age 17 and younger must always be supervised by adults (**1 adult per 10 children** minimum).

5. Set-Up, Clean-Up & Facility Care

- Event set-up layouts must be submitted at least **10 business days prior** to the event to **Chris@Vernontownship.com**. Layout changes cannot be made within **72 hours** of the event.
- Rooms must be left in the same condition as found (“broom clean”). Renter responsibilities include:
 - Removing all food from the facility.
 - Wiping down surfaces.
 - Placing all trash in outside dumpsters.
 - Turning off all lights.
- Chargeable damages include excessive cleaning needs, facility or equipment damage, or other misuse. If damages exceed the deposit amount, renters will be billed the difference. Future rental privileges may also be denied.
- Vernon Township furniture may not be removed or altered.

6. Decorations & Equipment

- Permitted: masking tape, painter’s tape, extension cords (must be taped down). Helium balloons may be used with advance notice to staff.
- Prohibited: nails, glue, paint, scotch tape, duct tape, confetti, glitter, colored powders, or any substance that may damage walls or surfaces.
- Vernon Township provides only tables and chairs, unless otherwise stated in the rental agreement.

7. Restrictions & Prohibited Activities

- Smoking, gambling, and games of chance are strictly prohibited.
- **Alcohol is not permitted** anywhere on Township property, including facilities, parking lots, or outdoor areas. If alcohol is discovered:
 1. Renter will be asked to remove it immediately.
 2. If alcohol remains present, the event will be terminated and all fees and deposits forfeited.
- Commercial sales or profit-making ventures are prohibited unless expressly approved in advance by Township Management.
- Renters may not store items before or after a rental. Vernon Township is not responsible for lost or stolen property.
- Animals are not permitted indoors, except for service animals.

8. Insurance & Liability

- Groups or organizations that normally carry liability insurance must provide a certificate of coverage in amounts satisfactory to the Program Supervisor.
- Groups not normally insured may be required to procure coverage as a condition of rental.

- All renters agree to **defend, indemnify, and hold harmless** Vernon Township, its Board, employees, and agents against any claims, actions, or suits arising out of their use of Township facilities.

9. Safety & Enforcement

- Renters may be required to supply special supervision, police protection, parking supervision, etc. as determined by the Program Director or Township Management in connection with the subject activity
- Vernon Township reserves the right to deny, revoke, or terminate a rental at any time if:
 - The application contains misrepresentations.
 - Rules and regulations are not followed.
 - Activities endanger participants, staff, or the public.
- Breaking any rule, or engaging in illegal activity, may result in immediate termination of the event and forfeiture of all fees and deposits.

10. Cancellations

- Cancellations made less than **10 business days** before an event are subject to administrative approval and a cancellation fee.
- Cancellations made within **72 hours** of the event are non-refundable.

11. Emergencies

- In the event of an emergency, renters must contact the appropriate authorities. Township staff are not available on-site outside of regular business hours.