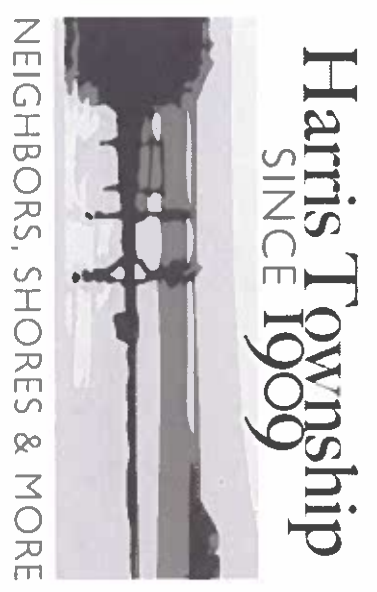


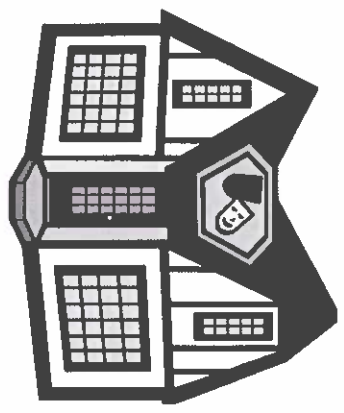
8. Harristown board shall clear any entertainment, and that no music shell, at any time, be an operation outside the Town hall. No speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors or windows to produce sound outside of the Town hall at any time.
9. Renter of said premises shall hold harmless the town of Harris, the town board, and all agents of the town of Harris for any injuries sustained to persons or property as a result of the use of Town Hall premises under this agreement. Furthermore, the renter shall indemnify the town of Harris, the town board, or the agents of the town of Harris for any damages or amounts paid the town on behalf of the renter, for damages which the town of Harris as a result become liable due to use of said premises by the renter.
10. Renter shall indemnify and hold harmless the town of Harris, the town board, and all agents of the town of Harris against any and all liability, loss, cost, damages, expenses, claims, or actions, including but not limited to attorney fees which the township, its officers, employers, or agents may hear after sustain, incurred or be required to pay, arising out of or by reason of any act or omission of the renter or guest during the lease term, from injury to person or property.
11. The town of Harris, the town board, and all agents of the town of Harris shall not be held responsible for any property of renters, or of their agents, employees, guests, assigns, or subleases if left overnight or forgotten on premises, becomes lost or damaged.
12. If the renter decides to cancel at any time before the date of use, it is agreed and understood they will notify the caretaker as soon as possible. If no notice is given to the Caretaker the deposit will be forfeited.
13. Please note that the township office is located within the Town Hall, therefore, Township supervisors may need to get into or work in the office.
14. No more than one (1) day rentals will be allowed. Two (2) day or more rentals are not allowed.
15. Proof of Township residency must be provided when signing the lease agreement.
16. The Town Hall will close at 9:00 pm for all hall rentals, excluding Board meetings.

Adopted December 1996
Updated August 2005
Rate Changes effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Rate Changes effective May 2013
Updated December 2015
Updated May 2018
Updated August 2018
Updated February 2019
Updated October 21, 2019
Updated September 1, 2022



HARRIS TOWNSHIP

TOWN HALL POLICY/LEASE AGREEMENT



**FOR INFORMATION OR
 QUESTIONS REGARDING
 RENTING HARRIS TOWN HALL,
 PLEASE CONTACT:**

**TOWNHALL CARETAKER
 (218) 398-5033**

HARRIS TOWN HALL POLICY

PURPOSE

The Harris Town Hall is equipped and maintained to provide a meeting or gathering place to conduct the business of the Township, store records, and serve the community by providing residents access to the facilities for their use. Other persons or groups may also use the facility as the schedule allows. The Town Board has the right to authorize and/or limit the uses and types of activities to take place in the facility, and set rental rates as desired. Please note the Township Office is located in the Town Hall. Township Officials periodically may need to get into the office.

DISCLOSURE

The Board of Supervisors reserves the right to change, amend, make exceptions to, revise or discontinue any policy, practice, rule or regulation set forth herein at any time at its sole and absolute discretion.

PRIORITY

In the event of an emergency, crisis, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. The Caretaker has the authority to execute the terms of this policy as stated, any deviation from such will need Board approval. This position will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

The signer of the lease agreement (renter) must be present when setting up, during the use of the premises, and at the time of clean up. Upon signing the lease agreement, he/she acknowledges and accepts complete responsibility of the rules and rental fees explained in the lease agreement form and this policy. The Lease Agreement is an extension of this policy.

TYPES OF APPROVED ACTIVITIES

Town Board meetings	Elections *
Reunions	Senior Groups
Funeral Receptions *	Anniversaries
Wedding Showers	Baby Showers
Graduations	Birthdays
Political Groups *	Church activities
Wedding Receptions	4-H Groups
Non-profit groups	Campfire/Scouts
For-profit activities	Public Meeting/
Dances (with Board Approval	Law Enforcement*

*There is no rental charge for funeral activities of a Harris Township resident (proof of residency required).

* If law enforcement needs to hold a meeting to inform the public, there is no rental or damage deposit charge.

*There is no rental charge for Elections (Federal, State, County, Township or School Board), or political campaigns "during an election year."

* All for-profit activities will be charged the Residential/non-resident rental fee..

SPECIFIC NON-APPROVED ACTIVITIES
- Rummage/garage sales (Dec 2015)

TOWN HALL RENTAL FEES (per use/day)

Resident: \$100.00 + \$100.00 deposit
Non-Resident: \$200.00 + \$200.00 deposit
Resident for-profit \$100.00 + \$100.00 deposit
Non-resident for-profit
\$200.00 + \$200.00 deposit

Holiday rate: Additional \$100.00 (on top of Rental rate).

GENERAL GUIDELINES

1. The use or sale of alcoholic beverages is NOT permitted on township property.

2. Smoking is NOT allowed in the Town Hall building. [Feb. 2008]

3. The Town Board must approve any requested use of the facility or property for something other than what is specified in this policy (see above, *Types of Approved Activities*).

4. Any person signing a lease agreement must be at least 21 years of age and assume the full responsibility and liability for any damages to the Harris Town Hall or its contents, (ordinary wear and tear accepted).

5. The renter assumes the responsibility for cleaning the building and equipment used for their event, as per the lease agreement.

6. Holidays are defined as: New Years Eve, New Years Day, Martin Luther King Day, Lincoln's Birthday, Presidents Day, Veterans Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day.

7. Any equipment or contents located in the Town Hall can not be removed from the property by anyone.