

Harris Town Hall Policy



OBJECTIVE

This policy will communicate the desires of the Harris Town Board and serve as a guideline to notify the facility users of items pertaining to activities, lease agreement, rent, and rental restrictions.

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.

POLICY

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, crises, or other unexpected business, the Town Board reserves the right to cancel or change the scheduling of any activities as necessary.

RESPONSIBILITIES OF THE USER

All users must contact the Town Hall Caretaker and be provided with the proper information and lease documents pertaining to using the hall.

CARETAKER

The Town Hall Caretaker is hired by the Town Board to superintend the maintenance, scheduling, and rental of the Town Hall. This position has full authority to make decisions concerning the activities listed in this policy and will serve as a liaison to the Town Board in the event of a conflict, discrepancy, or special request of the facility.

LEASE AGREEMENT

Signing a lease agreement is required by the person to be held responsible for the use of the facility. Upon signing the lease agreement, he/she acknowledges and accepts responsibility of the rules and rental fees explained in the lease agreement form. 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	Birthday Parties	Political Groups	Church Services / Activities
Wedding Receptions	4-H Groups	Dance	Campfire Girls / Boy Scouts
Non-profit groups	For-profit activities**		

* There is no rental charge for funeral activities of a Harris Township resident or for Elections (Federal, State, County, Township or School Board)

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

SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales

TOWN HALL RENTAL FEES (per use/day)

Resident	\$50.00 + \$25.00 deposit
Non-Resident	\$100.00 + \$25.00 deposit

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 responsibility and liability for damages to the Harris Town Hall (ordinary wear and tear accepted).
5. The renter assumes the responsibility for cleaning the building and equipment used for their event. Renter must take their garbage with them.
6. The renter must be present during the use of the facility and will be in charge of activities during the lease period.
7. Any equipment located in the Town Hall or part of the hall cannot be removed or let to any other person or group.
8. All youth activities must be under adult supervision.
9. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

PLEASE CONTACT THE TOWNHALL CARETAKER, AT 218-327-0435 FOR MORE INFORMATION ON RENTING THE HARRIS TOWN HALL.

*Adopted December 1996
Updated August 2005
Rate change effective June 1, 2006
Updated October 2007
Updated February 2008
Updated May 2011
Updated May 2013
Updated December 2015*

