

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 person that will be held responsible for the use of the facility is required to sign a lease agreement. 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.

* 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 non-resident rental fee.

SPECIFIC NON-APPROVED ACTIVITIES

- Rummage/garage sales (Dec 2015)

TOWN HALL RENTAL FEES (per use/day)

Resident:	\$50.00 + \$50.00 deposit
Non-Resident:	\$100.00 + \$50.00 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 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. 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 or contents located in the Town Hall can not be removed from the property by anyone.
8. In the event of a "hardship", the board reserves the right to make allowances to offer the facility at a reduced fee.

HARRIS TOWNSHIP

TOWN HALL

POLICY/LEASE AGREEMENT

*FOR INFORMATION OR
QUESTIONS REGARDING
RENTING HARRIS TOWN HALL,
PLEASE CONTACT:
TOWNHALL CARETAKER
(218) 398-5033*



**To reserve the town hall,
Contact the Town Hall Caretaker:
at (218) 398-5033**

*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*

