

White Township Hall Rental Rules and Regulations

1. The fee for reservation of the hall is **RESIDENTS: \$100.00 hall rental fee and the security deposit is \$50.00. NON-RESIDENTS: \$150.00 hall rental fee and the security deposit is \$50.00.**
2. You must make **two separate checks** payable to White Township Supervisors when reserving the hall: **one check for hall fee (\$100.00 or \$150.00) and one check for the security deposit fee (\$50.00).** Both are due in order to reserve the hall. The security deposit check will be returned to you following your event, provided that the room is left completely clean and in the same condition as it were upon occupancy. Chairs and tables must be returned to appropriate positions, floors and restrooms must be cleaned. Please note the **ALL garbage must be bagged & put in the receptacle outside** by the wheelchair ramp. The garbage men will not take loose trash. Two trash bags will be provided, if more are needed, you will need to bring them. There is also a recyclable receptacle outside & we strongly encourage you to recycle all of the plastic & cans only. Paper can be recycled by using the paper dumpster in the parking lot.
3. **NO TACKS, TAPE, STAPLES, OR ADHESIVE OF ANY KIND IS PERMITTED ON THE WALLS, CEILING, OR DOORS.**
4. There will be **NO SMOKING** inside the building.
5. **NO ALCOHOL, FIREARMS, OR FIREWORKS** will be permitted on the premises.
6. White Township Personnel will unlock and lock the building the day of rental
7. **Time Limit:** Week nights the event can last until **11:00 PM.** Friday and Saturday evenings the event can last until **MIDNIGHT. ← NO LATER, NO EXCEPTIONS**
8. If your check(s) bounce due to NSF you will be responsible for the bank's charges imposed on White Township. (\$35.00 per returned item.)

THE FOLLOWING ITEMS WILL BE PROVIDED BY WHITE TOWNSHIP:

- ROOM DIMENSIONS ARE 22' X 36'
 - THERE ARE 5 TABLES
- APPROXIMATELY 44 FOLDING CHAIRS
 - 7 CUSHIONED CHAIRS
 - FULL SIZE REFRIGERATOR
 - 1 BROOM/DUST PAN
- 2 GARBAGE CANS/1 RECYCLING BIN
- 1 BOTTLE OF LYSOL CLEANER W/PAPER TOWELS

Name of Person renting Hall: _____

Signature of Person Renting Hall: _____

**By signing, you are agreeing to follow the rules in addition to being responsible for a \$35.00 NSF fee per returned item.*

Phone number(s): _____

Address: _____

Date of Rental: _____ Time of Rental: _____

White Township Municipal Bldg., 2511 13th Avenue (Clayton Road), Beaver Falls, PA 15010