



Village of Ortonville
476 Mill St.
Ortonville, MI 48462
(248) 627-4976

Hall Capacity	50 persons
Rental Fees:	
Village Resident	\$25
Non-Village resident	\$50
<i>(Rental fees to be charged per use)</i>	
Rental fee may be waived for certain uses or groups (i.e., community groups)	
Admin/Cleaning Fee	\$20
<i>(Will be charged for groups of 20 or more)</i>	
Cleaning DEPOSIT	\$20
<i>(May be charged for groups of 10 or more)</i>	

Rules and Regulations for use of the Old Town Hall

The Village of Ortonville allows the public the use the Old Township Hall for the purpose of recreational and social activities that are deemed appropriate by the Village Clerk. The public is permitted to reserve the building for use on a regular basis when available. Reservations shall be made in advance and are on a first-come, first-served basis. To reserve the building a representative of the organization must fill out the use application at the Village offices located at 476 Mill St., outlining the intended use. Rental fees must be paid **prior to using the building**. The reserving organization is responsible for supervision of the attendees, and for damages that may occur. Please explain the rules and regulations to all parties attending your event.

- Uses of the building are restricted to the use described on the application.
- Fees may be waived by the Village Clerk for not for profit and civic organizations such as scouts, 4-H, veteran's groups and senior citizen groups.
- For groups of 20 or greater, a \$20 administrative & cleaning fee will be charged by the Clerk.
- For groups of 10 or greater, a \$20 cleaning deposit may be charged by the Clerk.
- Lost keys are subject to key and lock replacement charges.
- Reserving parties must **clean their debris** and **vacuum** the building leaving it in the same condition as they found it.
- Clean up shall be performed by the renting parties during the rental period.
- Key for the facility must be returned within 24 hours of use to the Village office or the key deposit will be forfeited. Regular users may carry forward their deposits.
- Groups using the facility shall be responsible for any damages or loss to village owned property.
- Facilities are not available for purely personal, private and/or commercial monetary gain.
- Facilities will not be allowed for use for any activity that violates good morals, manners or taste.
- Smoking or use of other tobacco products inside the building is prohibited.

- There is no permitted use, sale, distribution or consumption of alcohol allowed on the premises, EXCEPT for non-profit organizations with a valid liquor license issued by the State of Michigan.

In this instance: The renter/user at the renter/user's sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars (\$1,000,000). The insurance shall be with an "A" best-rated Company licensed to do business in this State. Such insurance shall insure, on an occurrence basis against all liability of the contractor, its employees and agents arising out of or in connection with operations of the contractor. The Village of Ortonville and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the contractor's policy. The contractor shall provide to the Village of Ortonville a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract.

- No solicitation of funds is allowed, and no admission fees are allowed to be charged UNLESS specifically approved by Village Council.
- Conduct shall not violate any Village, State or Federal laws.
- Selling of merchandise, food or any other item is prohibited.
- If music is to be played, the volume level shall be subject to village ordinances.
- Unnecessary noise, profanity, disorderly or improper conduct shall not be permitted.
- Accidents must be reported to the Village offices as soon as possible.
- Proper supervision must be supplied at all times by the parties using the facility. The person in charge shall make sure that there is adequate supervision.
- If the use of the facility includes persons under the age of 18 (minors), one chaperone must be in attendance for each 10 minors. The chaperone(s) must be at least 21 years of age. The chaperone(s) is responsible for the behavior of the minors.
- All parties using the facility must follow the established Rules and Regulations set forth.
- Storage of items and equipment in Village-owned facilities is prohibited without the expressed permission of the Village Clerk.
- The Village of Ortonville shall not be responsible for personal property of a group using the facility.
- Decorations, signage, etc. shall not be attached to walls, ceilings or other permanent fixtures altering or damaging any surfaces.
- Users are not allowed enter the basement or the loft area in the facility.

- Violations of these regulations or misrepresentation of use may be cause for immediate eviction of building and future use of the building.

If you have any questions regarding the rules and regulations please contact the Village of Ortonville at (248) 627-4976 for clarification.