

## LAFAYETTE TOWNSHIP HALL GUIDELINES FOR RENTAL

The following are a list of guidelines to be followed by all groups using the Lafayette Township Hall for meetings and/or other functions:

1. No skateboards, roller skates (blades), sliding on the floor, bicycles, or wagons allowed.
2. An adult must accompany children at all times.
3. No electrical cords (extensions) to be placed within the ceiling tiles.
4. No flooding of toilets or sinks, damage to bathroom stalls, walls, mirrors, towel and soap holders.
5. No ink, paints, or markers to be used on floors, walls, or ceiling.
6. No tacks or staples are to be use to display decorations on tables, walls or ceiling. **No tape on walls or ceiling.**
7. All decorations, food, utensils and trash in general shall be bagged and placed in container provided behind the south end of the Service Garage.
8. Refrigerator should be emptied and if not, contents will be disposed of immediately by the caretaker of the Township Hall.
9. Absolutely no furniture or blockage is allowable in the hallway between the Town Hall and the Lafayette Fire Station. All exits are to be kept clear at all times.
10. The Township Hall shall be left in the same condition that it was found in. This includes broom cleaning the floor as well as outside of both doors used for entering and exiting, and mopping of the floor if necessary.
11. Problems that may arise should be reported to Dave Figgers at 330-421-1671 or Bryon Macron at 330-722-3272 as soon as possible.

If there are problems reported to the Lafayette Township Trustees regarding failure to comply with these guidelines, the Trustees have the right to take further action as they deem necessary for the safety and well being of persons involved as well as for the property of Lafayette Township.

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President  
Lafayette Township Trustees

4/2011