

TOWN HALL RENTAL REGULATIONS

TOWN HALL	RENTAL ALLOWED BY GREENWOOD TOWNSHIP PROPERTY OWNERS RENTERS WILL BE HELD RESPONSIBLE FOR THEIR GUESTS
TOWN HALL RENTAL	Fewer than 30 people \ no charge \ \$50.00 deposit 30 to 75 people \ no charge \ \$100.00 deposit Over 75 people \ no charge \ \$200.00 deposit
RENTAL DEPOSITS	Deposit is due upon rental request to hold date. Must adhere to specific Rental time period on agreement. Deposit for Hall will be refunded after confirming property and equipment were left in original condition, including Hall restrooms/entry area, and all garbage is removed. Must turn off all water, lights, lower thermostat to 60 in cold months, and lock-up.
TOWN HALL RULES	NO SMOKING ALLOWED NO ALCOHOLIC BEVERAGES ALLOWED NO PETS ALLOWED OTHER THAN REGISTERED FOR SERVICE NO OPEN FLAMES OR CANDLES NO CONFETTI OR OTHER SHREDDED MATERIALS NO LIQUID OR HELIUM FILLED BALLOONS MUST CLEAN KITCHEN. PUT TABLES, CHAIRS BACK MUST REMOVE ALL PERSONAL ITEMS