

NELSON TOWNSHIP

POLICY ON RENTAL OF LIBRARY COMMUNITY ROOM

It is the policy of Nelson Township that whenever possible the Library community room will be made available to township residents and non-residents for activities or personal use. The facility will not be available for any commercial function

Any non-profit, community group or individual that desires to use the hall may do so after completing and application form and paying a key deposit. The deposit must be paid before the key is issued and will be returned in the night deposit box (outside the main entrance of the township hall) after the rental is complete or brought in the following day. First priority will be given to the Library, Friends of the Library, Nelson Township and the Village of Sand Lake for the use of the community room.

A contract has been prepared which outlines the rules and regulations of all rentals. Rentals of this nature place a great deal of responsibility for care of the community room and its equipment on the renting organization or persons. The details of the policy for rental for activities can be found on the attached contract.

All reservations for the community room must be made through the Nelson Township office. The clerk will have final authority on decisions related to the rental of the facility and the return of any deposit or assessment of damages.

Township office hours: 9 to 3 Monday through Thursday.