

Township of Avon

Application to Use the Avon Township Hall

A. Requested use date(s) _____

Requested use time(s) _____

B. Purpose of use (describe function and estimated number of people)

C. Name of organization _____

D. Address of organization _____

E. Type of organization (circle one) non-profit private other ()

F. Description of type and purpose of organization _____

G. Responsible agent _____

a. Address _____

b. Phone (home) _____ Cell _____

c. Email _____



I, _____ (print name), have read and understand the rules and policies governing the use of the Avon Township Hall facilities and, as the responsible agent, accept both personally and for my organization, full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Avon for any and all claims for damages or injury related to the requested use.

Responsible Agent Signature _____ date _____

Submit this application to Clerk, Avon Township, 16881 Queens Road, Avon, MN 56310; clerk@avontownship.org

Township of Avon

Policy for Use of the Town Hall

Non-profit, youth-oriented organizations may use Avon Township Hall facilities located at 16881 Queens Road, Avon, MN 56310 for meetings and events when available. Priority use for the building belongs to the Township Boards and Committee. The use by Township Boards and Committees takes precedence over any other use, and other uses may be cancelled if a Township meeting must be scheduled. All scheduling of public use will be arranged through the Township Clerk. No use, which in the judgment of Township officials could cause damage to Township property or disruption of Township operations, is permitted.

Rules

Rules governing the use of the Township building facilities include, but are not necessarily limited to the following:

1. Each group/person using the facility shall be financially responsible for any damage caused to Township property, Township buildings, or the contents of buildings.
2. After use, the building shall be returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters, and sinks
 - b. Restoration of chairs/tables to their original locations
 - c. Removal of trash generated
 - d. Bathrooms neat, toilets checked (flushed, not running)
 - e. Vacuuming and sweeping
 - f. Lights are all turned off
 - g. Windows all closed and locked
 - h. Fire exit door closed tightly
 - i. Entrance door locked
 - j. Thermostats returned to 50 degrees in winter or 75 degrees in summer
3. The following are prohibited from use in the Town Hall: alcohol, tobacco products, candles, fireworks or other fire-generating products, weapons or firearms, and gambling.
4. A damage deposit will be required; the amount to be determined by Township officials.
5. Users will be held responsible for any damage to Township property. Willful violation of these rules will lead to the loss of the eligibility to use the facility.