

Avon Township
16881 Queens Road; Avon MN 56310

Application to Use the Avon Township Hall

A. Requested use date(s) _____

B. Requested use time(s) _____

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

D. Name of organization _____

E. Expected attendance _____

F. Responsible agent (***must*** be an Avon Township resident)_____

a. Address _____

b. Phone _____

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 Avon Township Clerk, 16881 Queens Road, Avon, MN 56310; or via email at clerk@avontownship.org

Avon Township

Township Hall – Use Approval Form

(to be completed by the Township)

You/your organization has been approved to use the Avon Township Hall on the date/time indicated. Review the Rules & Policies for use and be sure to return the facility to the condition in which it was found. Contact the Town agent to set up a time for a building orientation and to receive instructions on how to get access to the Hall. The Town agent must also be contacted at the completion of the event to alert the Town that the Hall has been cleaned and vacated.

A. Name of organization _____

B. Responsible Agent _____

C. Event Description _____

D. Approved Date(s) / Time(s) of use: _____

E. Deposit/Use Fee Required _____

F. Date paid/Receipt issued _____

G. Building Orientation meeting scheduled (*if applicable*) _____

H. Township agent/contact person (*typically the Clerk, but may be other appointee*)

A) Name _____

B) Email _____

C) Phone _____

I. Notes

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Request for Return of Town Hall Use Damage Deposit

Upon completion of your event, you should request the return of the Damage Deposit (if charged). An inspection will take place by Township personnel to determine if there has been any damage to the Township Hall. After this inspection, the request will be brought to the Supervisors' Meeting for approval or denial. Request must be made within one year of the event date.

1. **Responsible Agent Name:** _____
2. **Phone:** _____ **email:** _____
3. **Mailing Address:** _____

Signature of Responsible Agent	Date

Area below for use by the Township

Township Approval:

Inspection date: _____ Photo retaken (*if necessary*): _____

Notes from Inspection (*i.e.*, no damage, or describe damage/concerns)

Access damage deposit return: **IS APPROVED / IS NOT APPROVED** (*circle one*)

Amount approved for refund: \$_____

Signature (*print*): _____

Name (*print*): _____ **Date:** _____

Avon Township Board of Supervisors, Chair

Policy for Use of the Town Hall

Organizations may use the Avon Township Hall for meetings and events when available. The organization must be represented by at least one Township resident who will serve as the organization's agent and will be responsible for cleanup and any damage. Township use takes precedence over any other use, and other uses may be cancelled if a Township meeting must be scheduled. All scheduling and approvals will be handled by the Township Clerk and a designated Supervisor. No use, which in the judgment of Township officials could cause damage to Township property or disruption of Township operations, is permitted. A usage fee and damage deposit are required, though they may be waived at the discretion of the Township.

Rules

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

1. A fee of \$150 per day will be charged.
2. A damage deposit of \$200 is required. After inspection, if the Hall is clean and there is no damage, the deposit will be returned.
3. Social events and parties are not permitted.
4. Each organization using the facility is financially responsible for any damage caused to Township property, buildings, or the contents of buildings
5. After use, the building will be inspected to ensure that the building is returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters, appliances, and sinks
 - b. Return chairs and tables to their original locations
 - c. Removal of trash
 - 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
6. 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.
7. 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.
8. The number of participants at the event cannot exceed the maximum capacity of the Town Hall.

(last update: September 2025)