

Township of Avon
16881 Queens Road, Avon, MN 56310

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.

last update: September 2025