

## **DANBY TOWNSHIP FACILITY RENTAL/USAGE POLICY**

It is the policy of the Danby Township Board to provide the use of the Danby Township Facility to Danby Township residents or property owners living elsewhere whenever possible. This use is permitted for township related activities or personal use. The Facility is not available for any commercial activity or function at any time.

In all cases, official use of the Danby Township Facility by the Township Board, Planning Commission or any other governmental board serving the citizens of Danby Township shall have first priority. Other governmental, public or non-profit community groups will not be charged a fee for the facility usage. In addition, there will be no charge for funeral luncheons in conjunction with Danby Township burials.

Reservations for the Danby Township Facility rental/usage must be made in advance and depending on availability, should be made no less than 30 days in advance of the date on which Facility is needed. Rental/usage shall be on a first come, first served basis. Reservations may be made by completing and signing a rental/usage application and making the required deposit fee.

A signed rental/usage agreement and the appropriate security deposit must be made 30 days prior to the rental/usage date. The rental/usage fee must be paid 2 weeks prior to the rental/usage date.