

**Rental Agreement for Township Hall**

The Township Hall is a historical building owned by Big Rock Township. Please treat it with care and follow the guidelines listed below.

- No smoking is allowed within the building.
- **Do not leave any food items in the refrigerator.** Be sure stove/oven is turned off. Unopened water or soft drinks can be left if you do not want them.
- The Township Hall does not have weekly trash pickup. **All trash and recyclables must be removed and deposited into your home trash bins for pickup.**
- Please return tables and chairs used to the place they were found.
- Check the kitchen, bathrooms, and meeting area to be sure they are clean and orderly when you leave. There is a vacuum and broom in the rear hallway for your use.
- Turn off all lights when you leave. All windows must be closed and locked before leaving. Building thermostat to be left at 67 degrees (winter) and 74 degrees (summer)
- Please supervise children if they climb on the outside military cannon If they do, it is at your own risk.
- The Town Hall does not have regular trash pickup. **Please take all trash and/or recycling with you when you leave and dispose of with in your home trash pickup**

**Town Hall Doors Unlock/Lock Procedure**

**To Unlock Outside Doors:** Enter assigned 4 digit code. Top button will turn green after correct code is entered. Turn the deadbolt clockwise within 5 seconds to open.

**To Lock Doors** Press top button once. Button will turn green. Turn deadbolt counterclockwise within 5 seconds to lock. Be sure door has locked.

**Return with a \$50 check payable to Big Rock Township.**  
**I have read and agree to the rental agreement and terms.**

**Name/Organization** \_\_\_\_\_ **Date of Planned Use** \_\_\_\_\_

**Purpose of Rental/Use** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

**phone and email contact** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

**Door Lock Code** \_\_\_\_\_ 1313 \_\_\_\_\_ *Lock code expires 24 hours after event.*

**Any problems: Contact Dean Hummell, Township Supervisor cell/text: 1-630-7073542**  
**Big Rock Township 408 Rhodes Street PO Box 252 Big Rock, IL 60511**