

SUNRISE TOWNSHIP

12080 Sunrise Road, Harris, MN 55032: (651) 270-5181

SUNRISE TOWNSHIP TOWN HALL RENTAL POLICY

The township hall was built by Sunrise Township to provide a place for residents to convene their annual meeting, for the Town Board to conduct their monthly meetings, and for local voters from Sunrise Township precinct to cast their ballots at election time.

Priority for Use:

Public meetings and functions of the Town Board shall take priority over other uses of the facility. But whenever possible, Sunrise Township will make its township hall available to township residents and a wide variety of civic organizations and community groups. Non-township residents and organizations may also request and use the building.

Accommodation:

The township hall has one room available for rent.

The Town Hall is (1500 sq. ft.) and CANNOT exceed 100 people.

There is a kitchen available for catering and serving food, with a refrigerator, and freezer, available, however there is no stove or dishwasher provided.

There are enough tables and chairs to seat approximately 65 people, 7 – 8' rectangular tables is what we have available. Furniture is NOT to be removed from the building. The number of tables and chairs available is subject to change; please take an inventory of what you need prior to your event.

This policy should govern the priority and fee for use of the township hall. Any variation from this policy shall require approval by the Town Board.

RENTAL FEES

RESIDENTS	RENTAL FEE	DAMAGE DEPOSIT (if damages exceed \$300 – applicant is responsible for additional damages)
Town Hall	\$100	\$300
NON-RESIDENTS	RENTAL FEE	DAMAGE DEPOSIT (if damages exceed \$300 – applicant is responsible for additional damages)
Town Hall	\$250	\$300

Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday and Saturday: 8:00 a.m. to 10:00 p.m.

Sunday: 8:00 a.m. to 9:00 p.m.

Non-Profit Organizations

(Monday– Thursday) – Waiver of Rental Fee (Meetings only) – Will need to pay Damage Deposit

(Friday-Sunday) - Will be required to Pay Full Rental Fee along with Damage Deposit

Renters Bound by Policy:

The rental of the township hall constitutes Renter's acceptance of the terms and conditions of this policy. (Renter means the person, corporation, or entity that applies to rent the Hall.) The Renter assumes full responsibility for any damage caused in connection with their **event/activity and for the actions of those attending. If a corporation or entity is renting the Hall**, an officer or agent of the corporation must be designated on the application as the person responsible for the rental though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

Waiver to Rental Fees:

Rental fees may be waived by the Town Board for use of the facility for meetings by the following groups (**Monday-Thursday**) when such groups are largely comprised of Sunrise Township residents:

1. Local School District that serves Sunrise Township and Home School students
2. Local 4H clubs and County Extension Programs
3. Local Boy Scout, Cub Scouts, and Girl Scout Troops
4. Sunrise Cemetery
5. Veterans' organization and military support groups
6. Non-profit groups at the discretion of the Sunrise Town Board (must be able to provide 501(c)(3) paperwork)

Damage deposit may be waived for the above groups provided they properly clean up after their meetings. Such groups are also encouraged to assist the township with community related projects, recycle activities, and park cleanup. If it is an annual party, banquet, or consist of a large group you will be required to pay the full rental fee, along with the damage deposit.

Damage Deposit:

All Renters must pay a damage deposit. All payments shall be made to "Sunrise Township." **All or part of the damaged deposit may be refunded to the rental party after approved at the following regular board meeting which is held the third Thursday of every month if the Hall is cleaned satisfactorily and there is no damage to the furnishings or the building. *The Renter is responsible for the removal of their garbage.***

The Renter will be held responsible for all damage to the Hall, parking lot, and grounds during their event. Any additional cleaning, or repairs from damage that needs to be done may result in retention of a portion or all of the damage deposit. If the costs to clean and repair the hall or outside area exceed the amount of the damage deposit. The Renter will be responsible for reimbursing the Township for all costs the Township incurs to clean and repair, including collection costs. The Township will provide the Renter with a bill containing an itemized list of costs incurred to clean and repair the hall and grounds that are due and payable upon receipt.

The Renter is responsible for keeping their guests away from neighboring livestock. The Township will not tolerate trespassing and the rental party may lose their right to rent the Town Hall in the future and may lose their damage deposit.

Attendant:

An attendant will be available to unlock and lock the building. An inspection will take place after the event to inspect for any damages.

Application Process:

All rental requests must be made on the application form provided by the Township and shall be delivered to the *Town Clerk*. All rental requests should be submitted at least 30 days before the proposed Event. Reservations may be made up to one year in advance. Upon receipt of the completed Rental Application, full rental fee, and Security coverage payment (if applicable), the hall will be reserved on the requested date, if available. Any modifications, limitations, or additional requirements must be in writing and indicated in the Rental Application.

A Renter may NOT sublet the Hall, nor may the Application of rental privileges be transferred or assigned.

Rental Hours:

The rental hours for a particular event shall be as indicated on the Rental Application form and approved by the Township. The Township may approve additional hours for set-up and clean-up after the Event. The Renter and all attendees must vacate the hall by the end of the rental hours or no later than (Hours of Operation for Private Events:

Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday and Saturday: 8:00 a.m. to 10:00 p.m.

Sunday: 8:00 a.m. to 9:00 p.m.

CANCELLATION:

By Renter:

A letter of cancellation signed by the renter must be submitted as least 30 days prior to the event being cancelled. If the renter cancels 30 days prior to the event, the Township will return any rental fees, and damage deposit paid by renter.

If a renter cancels a rental request within 30 days of the event, the Township will return any rental fees, and damage deposit paid by renter except for \$100.00.

Dates are not transferable.

By Township:

The Township may cancel any approved rental request in any of the following circumstances:

At any time if the Renter fails to comply with any conditions imposed by the Township on the rental including, but not limited to, failing to pay the required damage deposit rental fee, in full within the time set.

For any reason, if the Township provides notice of cancellation to the Renter at least 30 days before the Event, or

At any time for reasons beyond the Township's control, such as in case of emergency, unsafe environmental or health conditions, or the interruption of utility services.

If the Township cancels a rental request after it has been approved, except for Renter's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees, and damage deposit paid by the Renter.

The Renter acknowledges and agrees that the Township shall not be liable for any claims of disruption, loss, or damages resulting from the Township's cancellation of a rental request as provided in this section.

Use of Hall: The Renter and all Guest must comply with the following:

Keys:

Arrangements will be made with the *town clerk* to determine how the Sunrise Town Hall will be accessed.

Setup and Decorations:

Decorations may NOT be affixed to the hall in any way that damages the hall. Confetti, birdseed, rice or other like items are prohibited. No use of any kind of tape, tacks, nails or staples for hanging any decorations on any wall or ceiling.

Safety:

No furniture or other items may be placed in such a way as to block an exit. No open flames, sparklers or any fireworks are permitted on the Grounds or in the Hall.

Sound Levels:

Sound levels must be controlled so as not to damage the hall or to disturb neighbors.

Disorderly Conduct:

Disorderly conduct of any kind is prohibited and any person engaging in disorderly conduct is subject to being ejected. The Renter is solely responsible for supervising the conduct of those attending the Event and is financially responsible for any damages caused.

Alcohol, Cannabis, Smoking or Vaping:

The sale of alcoholic beverages by a properly Licensed and Bonded Company is allowed ***IF*** a copy of the License and Bond is provided to the *Town Clerk* at least 7 days prior to the event. If Alcoholic beverages are being served to guests at no cost by the renter the user/renter ***MUST*** provide proof of liability insurance to the *Town Clerk* at least 7 days prior to the event. No open alcohol containers are allowed outside of the building or in the parking lot. No smoking or vaping of any kind is allowed.

Pets:

NO Pets of any kind are allowed on or in the Sunrise Township premises. With the exception of certified service animals.

Smoking:

The Hall is a smoke-free building and smoking of any kind is prohibited in or near the building.

Parking:

Guests must ***NOT*** park on the lawn or in any way that causes damage to the Grounds or that interferes with traffic or pedestrian safety.

Clean-Up:

The Renter is responsible for *putting the tables and chairs back in their original position*, cleaning the rooms after the Event, and for leaving the township hall and parking area in the same condition as it was before the Event. A clean-up checklist along with an emergency phone number can be found posted in the kitchen and on the bulletin board. Clean-up must be performed within rental hours of the event. ***Due to the low cost of renting the Township facility, the Renter is responsible for removing / disposing of their garbage.***

Assumption of Responsibility:

The Renter assumes full responsibility for the appropriate conduct of all the group members and guests at the Hall during Event hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the contents of the Hall or the Grounds. The Township is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the

Renter or Guests. The Township is not responsible for any items that are left at the Hall or on the Grounds by the Renter or Guests.

Indemnification:

The Renter agrees to defend, indemnify, and hold harmless the Township, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Township, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

Insurance:

The Renter may be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Township. If proof of insurance is required, the Renter must deliver the proof to the *Town Clerk* at least 7 days before the Event. Failure to provide adequate proof of insurance as required by the Township will void the Rental Request and any approvals by the Town.

Adopted 17th day of April 2025, BY THE SUNRISE TOWNSHIP
Amended the 18th Day of December 2025 By the Sunrise Town Board