



## Table/Chair Rental Policy

Riley Township shall rent the metal folding chairs and tables stored at the Township Hall to Riley Township residents only. Table/chair rental reservations shall be handled through the Riley Township office during regular business hours. The user must fill out and sign the Tables and Chairs Check-In/Out form.

For weekend rentals the tables/chairs must be picked up during **regular business hours** on Thursday and returned on Monday unless other arrangements are made. Weekday rentals will be handled on a case by case basis.

*Renter will assume all responsibility for any damage to rental items, to include Physical Property Damage Liability to others, properties either owned by renter or any third party during transportation of said rental items.*

The following are rental and other charges:

Tables - \$5.00 ea.

Chairs - .50 ea.

Deposit - \$100.00

A Cleaning fee of \$50.00 will be charged if returned items are dirty or have tape on them.

Damages to tables/chairs will be charged separately. Tables/Chairs must be returned as per this policy or additional fees may be assessed.

The Tables and Chairs Check-Out/In form is made part of this policy.