

Summary of Duties of the Rental Agent for Township Hall

- 1) Monitor two phone lines and email or call Trustees to resolve issues.
- 2) Monitor emails generated by Website and email or call Trustees to resolve issues.
- 3) Manage Renting out Township Hall
 - Return calls and emails of people interested in renting hall.
 - Send out contracts and rental policies or refer renters to Website.
 - Insure that renters have read and understood the policies for use of the hall.
 - Monitor mail for contracts.
 - Manage deposits and rent payments.
 - Mark calendars with firm rentals in foyer of Township Hall and on office calendar. Update Website calendar.
 - Get keys to, and from, renters.
 - Check to see if hall has been returned to original condition after an event.
 - Make sure key has been returned to office.
 - Answer phoned in questions from renters before events.
 - Answer questions and check schedules of regular weekly exercise class renters throughout year.
 - Call cleaning crew to book extra cleaning after an event.
 - Handle rental problems as they arise.
 - Schedule repairs around events in the hall.
 - Respond to Trustees' requests and to questions by Your Home Town Chagrin Falls which rents a portion of the hall.

Revised – 5-29-2013