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