

TOWNSHIP HALL RENTAL POLICY AND AGREEMENT
WATERLOO TOWNSHIP
9773 Mt. Hope Road
Munith, MI 49259

RENTER'S NAME: _____ DATE: _____

DATE OF RENTAL: _____

It is the policy of Waterloo Township that whenever possible the Township Hall will be made available to Township residents for Township-related activities or personal use, while avoiding scheduling conflicts with official Township activities. The Township Hall will not be available for any commercial function.

All reservations for the Township Hall must be made through the Township Clerk's office. The Waterloo Township Board will have final authority on decisions related to the rental of the facility and the return of any deposit or assessment of damages. This Township Hall Rental Policy and Agreement ("Agreement") outlines the rules and regulations of all rentals and must be signed by Renter(s).

RENTAL AGREEMENT

Pursuant to this Agreement, I/we agree to all of the following conditions on Township Hall rental:

- Official uses of the Township Hall by the Township Board, other boards and commissions, fire department or other governmental organizations will have first priority for Township Hall use.
- The Township Board maintains absolute discretion on rental approvals and denials and return of any deposit or assessment for damages.
- Rental is for personal, family, or community group use and is not to be used for any commercial use or commercial enterprise.
- Agreement must be signed along with a security/cleaning deposit of \$50.00 and a rental fee of \$50.00, paid at time of rental for township residents.
- The rental will not be used for any event where an admission fee is charged.

- Absolutely **NO ALCOHOLIC BEVERAGES** of any sort may be served or consumed on the premises. This includes the parking lot as well as the building. Failure to comply will result in a forfeiture of deposit.
- **NO SMOKING** is allowed on this property. Again, this will cause forfeiture of deposit.
- Except for service animals, no animals are allowed in the Township Hall; renter must clean-up after any animals that remain outside.
- Any decorations used shall not alter or damage any surfaces. No nails, tacks, or staples shall be used for hanging decorations from walls. Any tape used **MUST BE REMOVED**.
- There will be **ABSOLUTELY NO HANGING OF DECORATIONS FROM THE CEILING OR LIGHT FIXTURES**. Table and floor decorations are permitted.
- All activities will end and the premises will be vacated by 11:00 p.m. on the day of the rental.
- All chairs and tables must be returned to the appropriate locations, floor cleared of debris and any spills wiped up, kitchenette and restrooms cleaned; counters cleaned; microwave and refrigerator cleaned if used, and garbage removed. The building must be left in the manner in which it was found.
- **ALL TRASH** (including, but not limited to trash in the kitchenette, hall and bathrooms) **MUST BE REMOVED FROM PREMISES**.
- All lights and water faucets must be turned off. Exit lights will always remain on when dark outside.
- All doors must be locked when leaving.
- The key to the building must be returned in the envelope it is given out in and either turned in at the Township Office or in the white drop box at front of building (porch).
- Cancellations must be made at 24 hour prior to the time the rental is to take place.
- Renter(s) will be responsible for reimbursement to Waterloo Township for any clean up required or damages to the premises, building and equipment, over and above the required \$50.00 security deposit. No permanent alterations to the building are allowed.
- The deposit or any portion of the deposit which is to be returned to Renter(s) will be refunded only after satisfactory inspection of the Township Hall and all requirements have been met, including those listed in the Renter Check List attached to this Agreement.

- Failure to comply with the terms and conditions of this Agreement shall result in forfeiture of Renter(s)' deposit.

I/we have read this Rental Policy and Agreement, agree to comply with terms and conditions thereof and acknowledge receipt of a copy of this Rental Policy and Agreement.

I/we further agree to defend, indemnify and hold harmless Waterloo Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Waterloo Township by reason of any damage to property, person injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this Agreement, and regardless of which claim, demand, damage, loss, cost, of expense if caused in whole or in part by the negligence of Renter(s), or by third parties, or by the agents, servants, employees or factors of any of them.

Agreed:

Name: _____ Address: _____

Phone #: _____ Date of Rental: _____

Opening Time: _____ Approx. # of guests: _____

Type of event: _____

Deposit/Rental fee received: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Approved by the Waterloo Township Board:

Voting yes: Lance, Morency, McAlister, Walz, Kitley

Voting no: None

Date: November 23, 2016

Clerk signature:  _____

Deposit returned (Yes or No, and Date): _____

RENTER CHECK LIST

- Check if there is any debris left outside. If there is, please pick it up before you leave.
- Make sure restrooms are clean and waste baskets empty.
- Make sure the refrigerator, microwave and countertops are clean.
- Wash all tables with soap and water. Wipe with Clorox wipes or spray with peroxide spray and wipe. Both are provided under the sink in the kitchenette..
- Put all chairs and tables back in an orderly manner.
- Sweep floors.
- Garbage removal is the responsibility of renter.
- Please clean any spills on the floors.
- Make sure all water faucets are turned off.
- Check that all decorations are removed.
- Turn off all lights.
- Make sure doors are locked.
- Key is to be returned to Township Office (clerk) the Monday following building usage.

If everything meets approval, the security deposit will be returned to the renter.

Thank you for your cooperation.

Questions may be directed to:

- Janice Kitley, Township Clerk
 - Work: 517-596-8400
 - Cell: 517-231-7601
- Carol LaCasse, Building Administrator
 - Work: 517-596-8200