

RENTAL RULES- PLEASE KEEP THIS COPY FOR REFERENCE

1. The renter shall not assign, transfer or sublet this lease on said premises, or any part thereof, without the written consent of the township.
2. The renter agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Township against any and all claims for injury to person or arising out of the activities contracted by the renter, guests, or invitees.
3. Renter shall comply with all laws of the United States, of the State of Michigan and all ordinances, rules and regulations of the township, and Renter will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.
4. All renters must be at least 18 years of age.
5. The renter is solely responsible for clean- up of said property, inside and out. **All trash must be taken with you.**
6. The Township assumes no responsibility whatsoever for any property placed in or on said property by renter and/or renter's guests. The Township is hereby expressly released and discharged by renter from any and all liability for such loss. All personal property must be removed from the property at conclusion of event. The Township assumes no responsibility for any personal items left on the property.
7. There shall be NO alcoholic beverages brought to or consumed in the building or on the grounds.
8. There shall be NO smoking in the building.
9. Decorations are permitted. Please remove all adhesive materials prior to leaving. No holes are to be put in any surface, (no glitter please)
10. The applicant is responsible for getting the key from the rental supervisor and returning the key at the end of the event. The key is issued to you. You are not to let anyone into the building for any unscheduled use. Failure to do so could result in denial of any further use of the facilities. A \$60.00 fee will be taken from your security deposit for a lost key.

- 11.** A \$100.00 security deposit is required for all rentals. The facilities will be carefully examined, by the rental supervisor, before and after each rental. The applicant agrees to report any loss or damage that occurred during the rental. The applicant also agrees to cover the cost, above and beyond the security deposit, of any damages incurred during use. Your security deposit will be returned if no damage or loss has occurred.
- 12.** No reservation will be made until the application is returned and approved.
- 13.** All youth groups must be supervised by an adult, of at least 18, at all times.
- 14.** The maximum occupancy for the community room is seventy three (73). **DO NOT EXCEED!** There are 10 tables and 68 chairs available. If more tables are needed, you will need to supply them.
- 15.** The kitchen is not stocked with any supplies. You must supply anything that you might need.
- 16.** The right to revoke a reservation, at any time, is reserved by the township board.
- 17.** If you need to cancel your rental, your rental fee will be refunded **ONLY** if 48 hour notice is given to the rental supervisor.