

DOUGLASS TOWNSHIP
RENTAL AGREEMENT FOR TOWNSHIP MEETING HALL

The township building has been built & furnished with public funds of its tax payers, and the officials formulated the following conditions for renters:

I AGREE TO ALL OF THE FOLLOWING CONDITIONS:

- Cost of the rental is \$200.00: \$100 for the rental and a \$100 security deposit payable (2) weeks prior to the event. For Funerals you only pay the security deposit of \$100.
- The \$100 security deposit will be refunded by mail after the approval of "paying the bills" @ the following board meeting & **if the hall is left in a clean damage free condition**. If there is available access the night before and you wish to enter for party set-up, you may for a \$20 fee.
- I am a Douglass Township resident & this rental is for my personal use or my family in which I will be in the township hall during the entire rental period.
- There is a **Keyless Entry** system installed on the south, metal door off the west parking lot. A 4 digit code will be sent you via your cell phone that will be usable the day of your event. As no township official will be there to meet you, here are instructions to make your event a success. To unlock the glass doors, a hex key (located at eye level on the right side of the double glass doors) will be available for use. While inside, facing the glass door, insert the hex key in the lock hole located at the base of the handle. Double doors, both in the center; single door, left side. Turn until the door pushes open. At end of event, please relock the glass doors. From the outside, press the Lock logo on the Keyless entry or from the inside, turn the thumbturn.
- If you turn the heat or air, up or down, please remember to return to original temperature setting when you leave.
- There will be **NO ALCOHOLIC BEVERAGES** allowed on the premises. There will be **NO SMOKING** in the building.
- **NO RED PUNCH!**
- Decorations: Table decorations only. **PLEASE** do not affix anything to the ceiling or walls!
- As the renter you are responsible for any and all damages, personal injuries and theft of property that may occur on the premises during the rental period. (someone should remain at the hall at all time)
- The township reserves the right to refuse or revoke permission to use the facilities.
- Full rental will be refunded if cancelled up to two weeks before the scheduled event.
- The building must be completely cleaned with tables and chairs returned to original positions. Vacuum, mop and cleaning supplies are available in the **Cleaning Supply Room**. Take your trash with you. New bags are under the Kitchen sink.
- Building must be vacated by midnight.

- **Send payment to:** Douglass Township – 4649 N Grow Rd. Stanton, MI. 48888
- Township Hall location for guests: 3521 W McBride Rd Stanton, MI. 48888

- **HALL RENTAL CONTACT INFORMATION**
Please call: Sue (616)-295-6184

Event Date: ___/___/___ **Arrival time:** _____ am/pm **Departure time:** _____ am/pm

I FULLY UNDERSTAND & AGREE TO THE ABOVE TERMS FOR THE RENTAL OF DOUGLASS TOWNSHIP HALL.

Print name: _____ Date: ___/___/___ Signature: _____

Address: _____ Phone #: _____