

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 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.
- As no key is supplied to renter, if a township official has to return to the hall more than once to open for the event, check clean up and lock-up from the event, there will be an extra \$20 fee charged for each opening & closing.
- 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 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 and vacated by midnight.

- **Send payment to:** Douglass Township – 3521W McBride Rd Stanton, MI. 48888

- Township Hall location for guests: 3521 W McBride Rd Stanton, MI. 48888

● **HALL RENTAL CONTACT INFORMATION**

Please call: Holly: 440-610-6703

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 #: _____

DOUGLASS TOWNSHIP

Operations for rental of the hall.

1. *When you are done bringing stuff from home and you won't be leaving again until the party is over, unlock the doors.*
 - A. *Door keys are the hex keys located at the top right hand (while looking at the door from the inside) corner of the door. Use the hex key in the hole under the handle on the left side of the door. Turn the key to release the pressure on the handle until the door opens without pushing on the handle.*
 - B. *Unlocking the double doors use hex key under the handle on the left side of the right door and under the right side of the left door.*
 - C. *To lock the doors just use the hex key turning the opposite way you did when you unlocked.*
 - D. *To unlock the back (South) door use the code given to you by your township official. Lock it using the deadbolt and exit through the front (North) door.*
2. *If you turned the heat up don't forget to turn it down, the air down don't forget to turn it back up.*
3. *Don't forget to mop if needed. (The kitchen, hall & bathrooms). Leave the tables up.*
4. *Make sure tables & chairs are clean & the carpet has been vacuumed.*
5. *Clean the kitchen counters and sinks.*
6. *Take your trash with you. Put new bags in trashcans, they are under the sink.*

Event Date: ____/____/____

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

Print name: _____ Date: ____/____/____ Signature: _____

Address: _____

Phone #: _____