

## Responsibilities of Person or Persons Renting the Chester Township Hall

### **RENTER AGREES TO THE FOLLOWING:**

1. No alcoholic beverages allowed in Township Hall or on Township Property.
2. No smoking in the building, or within 25' of any door.
3. No red colored punch or juice.
4. The Renter will reimburse the Township for actual costs of any repairs needed as a result of damages.
5. The Renter's use of the Township hall property is limited to the Community Room, kitchen and restrooms. **The Board Room, in the carpeted area, and any tables and chairs in it, is not for public use.**
6. The Township Hall is accepted in its present condition and will be returned to the Township in the same condition.
7. The Renter shall indemnify, save and hold harmless the Township from any and all claims for Renter's guest or licensee.
8. No holes shall be made in walls or ceiling. Do not put tape on walls or ceilings.
9. During rentals, no doors are to be blocked open to the outside.
10. No roller blade shoes or like items or bikes or any items that will leave marks on floor allowed in hall.
11. The Renter will clean the Township Hall after use, including:
  - Sweep floors and wipe up major spills
  - All tables and chairs are to be left up and washed clean.
  - No tables or chairs are to be taken out doors.
  - No hot food items on tables without hot pads.
  - All spills wiped up on counters and in refrigerator.
  - Microwave to be cleaned of any spills.
  - All items brought by the renter removed from the refrigerator.
  - Lights turned off.
  - Check the bathrooms to be sure water is turned off and toilets are flushed.
  - Trash taken to dumpster on the west side of the building in back.

You may pick up the key the week prior to your rental. Please call ahead to make arrangements.

Your \$50.00 deposit will be due at the time you pick up the key and a checklist for clean up will be given to you.

You are not allowed into the hall until the day of the rental.

You are responsible to complete the check list and leave it with the key in the drop box at the hall at the end of your rental.

Your deposit check will be returned to you if you have followed all of the above.

**RENTAL AGREEMENT FOR USE OF CHESTER TOWNSHIP HALL**

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_

Rental Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent from \_\_\_\_ : \_\_\_\_ a.m. p.m. to \_\_\_\_ : \_\_\_\_ a.m. p.m.

**Fees** – 1 to 6 hours \$100.00 for residents, \$200.00 for non-residents  
6 to 12 hours \$150.00 for residents, \$350.00 for non-residents.

\$50.00 deposit check is required when you pick up the key.

No use before 8 a.m. or after 12 p.m.

Non-profit, community service organizations may use the hall on a “contracted for services” basis, subject to approval by the Township Board.

Township business, elections, other meetings, etc. take precedence over rentals.

The “Township” hereby rents to the Renter, the Chester Township Hall, 3509, Sehler St., Conklin, MI. Full payment for use of the Township Hall must be made at the time the agreement is signed. We cannot hold the date requested until full payment is made and the contract is completed.

The “Township” shall only be liable for any loss, damage or injury which results from a building defect, as provided by applicable Michigan law, if that defect is not caused by the Renter.

\_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ has read, and agreed to  
Signature Date

**follow, the rules of the rental agreement.**

Paid date \_\_\_\_\_

Rental Check # \_\_\_\_\_

Received by \_\_\_\_\_

Key picked up on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Deposit check # \_\_\_\_\_

## ***RENTER'S CHECKLIST***

***This must be completed following your rental.***

- Sweep floors and wipe up major spills.
- All tables and chairs are up and washed clean.
- No tables or chairs were taken out doors.
- No hot food items were on tables without hot pads.
- All spills wiped up on counters and in refrigerator.
- Microwave was cleaned of any spills.
- All items were removed from the refrigerator and taken home that we brought.
- Bathroom water off on sinks and toilets flushed.
- Lights turned off.
- Trash taken to dumpster. (Dumpster on the west side of the building in back.)
- Key and this list left in outside drop box.

Please sign \_\_\_\_\_

Date \_\_\_\_\_

*Your deposit check will be returned by mail if all of the above is completed and no physical damage is done to the building.*