



Rental Agreement - Raisin Community Center (RCC)

At 3266 Gady Road, Adrian, MI. 49221

Raisin Township Phone Number: 517-423-3162, Fax Number: 517- 423-6732

www.raisinchartertownship.com

Renter Name: _____ Township Resident: YES or NO

Address: _____

Phone Number: _____ Alternate Phone # (required): _____

Rental Date: ____ / ____ / ____ Purpose: _____

| | Rental Fee Due when signing the agreement | Security Deposit Due when key is picked up. | Friday Night (After 5 P.M.) To decorate only. | Funeral Dinner | Large Screen TV Rental |
|---------------------|---|---|---|-------------------|---------------------------|
| RESIDENT | \$250.00 | \$200 Cash | \$50 | \$100 | \$50 |
| NON-RESIDENT | \$450.00 | \$200 Cash | \$50 | \$125 | \$50 |
| EMPLOYEE | \$85.00 | \$50.00 Cash | \$0 | \$50 | \$25 |

RENTERS AGREE TO THE FOLLOWING:

- Rental hours are 9 AM to 12 AM (*party must cease by 11 PM, and property is to be vacated by 12 AM*)
- Hall capacity is 130 people
- There are 130 chairs and 15 tables (*No additional tables or chairs may be brought in*).
- **No alcoholic beverages are allowed in the township hall or on township property.**
- No smoking in the building.
- Tents, bounce houses and similar items may not be erected either inside the building, or on the township property.
- The township is **NOT** responsible for lost or stolen items.
- Personal items found will be held at the township for no more than 30 days.
- The renter agrees to remove all items brought into the hall at the end of the use and to leave premises in good condition.
- No holes shall be made in the walls or ceiling, please use masking tape to hang decorations.
- No rollerblades, roller skates, skateboards or bicycles are allowed in facility.
- Do not block doors, or prop them open.
- Do not block emergency exits.
- No dogs, cats or other animals are allowed in the building.
- The Rental Fee is **non-refundable** and will be forfeited if the facilities are not used.
- **Failure to comply with the terms of the agreement will result in a loss of the security deposit.**

KEY PICK UP/RETURN POLICY:

- The key must be picked up **prior to 4 PM on the Thursday** prior to the rental date. If for some reason the Thursday before the rental date doesn't work, please give our office a call and arrangements can be made for key pick up.
- A **\$200 CASH deposit**, is required prior to picking up the key.
- You will receive a RCC key, a key for the paper towel dispensers and a checklist (*extra copies of the checklist will be located at the RCC in a kitchen drawer*).
- Key and rental checklist must be returned to the township drop box **immediately** following the event.
(Drop box is located to the right of the main door at the Township Office).

(THERE WILL BE A \$10.00 CHARGE FOR ANY KEYS NOT RETURNED)

REFUND OF DEPOSIT:

- Refund of your deposit will only occur after the facility has been inspected.
- Contact the township office, during business hours, to find out if the rental was in satisfactory condition and then you may pick up the cash deposit.
- If damage has occurred to the hall the security deposit will be forfeited. The township reserves the right to obtain additional sums from the user if cleaning or damage exceeds the deposit amount.

PLEASE READ AND INITIAL THE FOLLOWING:

1. _____ I understand that my deposit will be forfeited if law enforcement officers or the fire department is called due to disturbances within the building or on the premises.
2. _____ I agree that the function will cease by 11 PM, and the premises will be cleaned and vacated no later than 12 PM.
3. _____ I agree that the deposit will **NOT** be refunded until the key is returned **AND** the premises have been inspected by the township for damages and other conditions of this agreement.
4. _____ I agree that the key and signed checklist will be returned to the township drop box immediately following the event.
5. _____ I agree that a portion of my deposit may be kept if the items on the checklist are not completed.

Signature of Renter: _____ Date: _____

Signature of Township Representative: _____ Date: _____

A copy of the signed lease was provided to the user once signed, dated and fees have been paid.

| | |
|-------------------------|----------------------------|
| Amount of Rent Paid: \$ | Amount of Deposit Paid: \$ |
| Date Paid: | Date Paid: |
| Check or Receipt #: | Key #: |