

**VILLAGE OF MICHIANA
COMMUNITY ROOM USE APPLICATION**

Please complete the following application, sign it, and return it along with a check in the proper amount made payable to ***"Village of Michiana"***. Once this application is approved by the Village Council, your lease will be entered onto the calendar. The Village Council meets on the third Monday of each month.

Private Party

Not-For-Profit Organization

Name: _____

Local Address: _____

Date of Party: _____

Reservation Time: _____ Termination Time: _____

Type of Party: _____ Deposit Amount: _____

Rental Fee: \$250 rental fee / \$300 deposit*
(*deposit shall be refunded if room returned to original condition)

The Community Room will be available in a ready-to-use condition _____ hours prior to reservation time. You must obtain prior approval for all decorations.

You must contact the Michiana Village Police Department (269.469.1884) to arrange for access to the Community Room. The Village Clerk will furnish the Police Department with copies of all rentals. The applicant acknowledges and agrees to assume full responsibility for the premises during the reservation period and shall assume responsibility to insure the safety of guests.

The applicant agrees that in reference to a not-for-profit party, a special event one-day liquor license must be obtained from the Michigan Liquor Control Commission.

Note: You are responsible for cleaning the hall after its use. In the event you fail to return the hall in clean condition, the Village may have it cleaned and charge the expense to you.

Council Approval Date

Deposit Refund

Check # and Date

**** Rental of the Village Community Room is limited to Michiana Village residents only. ****