

RENTAL AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Garfield Township 466 W Sharon Rd, Fife Lake, MI 49633 hereinafter designated as "Township," and

Name: \_\_\_\_\_ Phone : \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 hereinafter designated as the "renter".

1. The Township hereby rents unto the renter the following described premises owned by the township, for the following period or periods;

a. The lower hall at the township hall.

b. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from \_\_\_\_\_ o'clock (a.m.) (p.m.) to \_\_\_\_\_ o'clock (a.m.) (p.m.).

All events must end by midnight. The building and grounds shall be cleared of all individuals by 1 am.

2. Said premises may be used for \_\_\_\_\_ and for no other purpose, without the written consent of the Township.

3. The renter shall pay, in advance, as rent thereof, the sum of \$\_\_\_\_\_ (see fee schedule)

4. The renter shall not assign, transfer or sublet this lease on said premises, or any part thereof, without the written consent of the township.

5. The renter agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Township against any, and all claims for injury to person or arising out of the activities contracted by the renter, guests, or invitees.

6. Renter shall comply with all laws of the United States, of the State of Michigan and all ordinances, rules and regulations of the township, and Renter will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.

7. All renters must be at least 18 years of age.

8. The renter is solely responsible for clean- up of said property, inside and out. All trash must be taken with you.

9. The Township assumes no responsibility whatsoever for any property placed in or on said property by renter and/or renter's guests. The Township is hereby expressly released and discharged by renter from any, and all liability for such loss. All personal property must be removed from the property at conclusion of event. The Township assumes no responsibility for any personal items left on the property.

10. There shall be NO alcoholic beverages brought to or consumed in the building or on the grounds.
11. There shall be NO smoking in the building.
12. Decorations are permitted. Please remove all adhesive materials prior to leaving. No holes are to be put in any surface, (no glitter please)
13. The applicant is responsible for getting the key code from the rental supervisor 24 hours prior to the event. The key code is issued to you. You are not to let anyone into the building for any unscheduled use. Failure to do so could result in denial of any further use of the facilities.
14. A \$100.00 security deposit is required for all rentals. The facilities will be carefully examined, by the rental supervisor, before and after each rental. The applicant agrees to report any loss or damage that occurred during the rental. The applicant also agrees to cover the cost, above and beyond the security deposit, of any damages incurred during use. Your security deposit will be returned if no damage or loss has occurred.
15. No reservation will be made until the application is returned and approved.
16. All youth groups must be supervised by an adult, of at least 18; at all times.
17. The maximum occupancy for the community room is seventy-three (73). **DO NOT EXCEED!**  
There are 9 tables and 68 chairs available. If more tables are needed, you will need to supply them.
18. The kitchen is not stocked with any supplies. You must supply anything that you might need.
19. The right to revoke a reservation, at any time, is reserved by the township board.
20. If you need to cancel your rental, your rental fee will be refunded **ONLY** if 48 hour notice is given to the rental supervisor.

I have read and understand this document

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Initial each item

I have read the contract and the fee schedule \_\_\_\_\_

I understand the contract and fee schedule \_\_\_\_\_

I understand there is a security deposit

And I will be charged for damages \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Rental Date \_\_\_\_\_

To be completed by Rental Supervisor

Rental Fee \_\_\_\_\_ CK# \_\_\_\_\_ Cash \_\_\_\_\_ Date paid \_\_\_\_\_

Security Deposit \$100 CK# \_\_\_\_\_ Cash \_\_\_\_\_ Date Paid \_\_\_\_\_

Key Code Issued Date \_\_\_\_\_ By \_\_\_\_\_

Signed contract and deposits are required before you are issued a key code. You can  
also mail completed forms to:

~~Tracy Sebright~~  
~~9667 N. Parrott Circle SE~~  
~~Five Lake, MI 49633~~

*Laura Smith*  
*16012 N. Gifford Rd SE*  
*Five Lake, MI*  
*49633*

Signed forms must be received prior to rental, or you will need to fill out new ones.

**RENTAL FEE SCHEDULE****COMMUNITY ROOM RENTAL****TOWNSHIP RESIDENT**

To receive the resident rate, you must be a property taxpayer of  
Garfield Township.

Regular Rental \$100.00 per day

Holiday Rental \$120.00 per day

**NON-RESIDENT**

Regular Rental \$200.00 per day

Holiday Rental \$220.00 per day

**Holidays include:**

Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas  
Day, New Year's Eve & New Year's Day.

The applicant is required to pay a \$100.00 security deposit. This money will be returned  
to the applicant after inspection of the hall is complete and no damages have occurred.