

SECORD TOWNSHIP HALL RENTAL AGREEMENT

1507 SECORD DAM RD

GLADWIN, MICHIGAN 48624

The Secord Township Hall is available for rent for all Secord Township Property Owners

Fees:

- A. Small Functions (50 people or less) Rental \$200.00 Deposit \$200.00
- B. Large Functions (100 people or less) Rental \$300.00 Deposit \$300.00
- C. Township resident Funeral Functions Rental No Charge Deposit \$100.00

Deposits are refundable only if the hall passes inspection by the Hall Monitor on duty.

No Tables or Chairs will be rented out.

Township Hall and Grounds will be monitored at all times by video camera.

Hall Monitor will be on duty at all times during the rental of hall.

RULES/TERMS OF RENTAL:

1. Smoking is not allowed in the Township Hall. If the Township Hall is contaminated by smoke, the renter will be liable for the costs to clean the smoke odor. Renter Initials _____
2. Alcohol is not allowed in the Township Hall or on Township Property. Renter initials _____
3. Parking on the grass is prohibited. If the sprinkler system is damaged by illegal parking the renter will be liable for any damage for repairs.
4. Commercial or nonprofit activities at the Township hall are prohibited. Renter initials _____
5. Removing any Township Property (furniture, etc.....) from the Township Hall is prohibited. The renter will be liable for the full replacement cost of the Township property removed or damaged. Renter initials _____
6. The Renter agrees to and shall hold the Township, its agents, officers, employees, successors and assigns harmless from any and all claims, damages, The Renter is in possession of the premises. Renter initials _____
7. The Renter shall provide security during its use of the premises, appropriate to the Renter's use. Additionally, the renter will remain on site throughout their rental period, and shall not rent the Hall on behalf of others. Renter initials _____

8. The Renter agrees to be liable for any and all damage to the Township Hall, and Township Hall grounds, or personal property that may occur while the Renter is in possession of the premises. Renter initials _____
9. The Renter shall provide the Township with a copy of their current Home Owners' Insurance at the time this Agreement is signed. Renter initials _____
10. The Renter agrees to obey all local, state, county, and federal ordinances, laws, statutes, rules and regulations. Renter initials _____
11. The Renter agrees to not cause or permit any illegal or immoral activities on the premises. Renter initials _____
12. The Renter may use the Township telephone for emergencies only. Renter initials _____
13. The Renter agrees that the Hall will be clean (all food and garbage removed from the premises) Windows are to be closed, doors locked, key returned to the Hall Monitor on duty. And the hall is to vacated and cleaned by 9:00 p.m.
14. Custodian will inspect the Hall within 48 hours of use and inform the Township Clerk if conditions have been met for the return of the renters deposit. If conditions are met, the deposit will be mailed to the Renter within 2 business days.
15. Any damage caused by spills, etc. to the carpet, The carpet is to be cleaned by a professional and charged to the renter.
16. In the event the Hall is not clean, and the garbage removed, the Township will assess a cleaning fee of \$_____, or the cost of the cleaning, which is greater.

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HALL RENTAL AGREEMENT
CUSTODIAN AND HALL MONITOR CHECK LIST

RENTER NAME _____ DATE _____

CONDITION:

- Windows Closed and Locked _____
- Doors locked _____
- Food Removed _____
- Garbage Removed _____
- Hall clean _____
- Keys Returned _____

COMMENTS: _____

HALL MONITOR SIGNATURE

CUSTODIAN SIGNATURE