

Frankenlust Township
2401 Delta Road, Bay City, MI 48706
Ph: 989-686-5300 Fax: 989-686-5370

Conference Room Agreement

Meeting Date(s): _____

Meeting Time(s): _____

NAME: _____

ORGANIZATION: _____

REASON FOR MEETING: _____

DAY TIME PHONE NUMBER: _____

DRIVER'S LICENSE #: _____

Upon receipt of the township key, I, _____ hereby agree to accept any and all responsibility for the return of the key and any and all clean up or any monetary damages that may be incurred during the usage of the Frankenlust Township Conference Room for said date(s) listed above. No Food or Drinks are allowed. The Conference room is for meetings ONLY. The room is to be left as you found it. This means any chairs or tables must be put back in their original places. I agree to return the conference room key to an authorized township official or leave it in the drop box at the township office the evening of the meeting or at a predetermined date.

Signature

Today's Date

NOTE: Township Business takes precedence over any other reservations. The Township Board may change dates and/or times at any time.