

Monroe Township Hall Rental Agreement

4141 E Filmore Rd, White Cloud, MI 49349

Rules and Regulations

1. Lessee must be a resident or property owner of Monroe Township in order to rent the hall.
2. The possession/use of drugs or alcohol of any mind altering nature, prescribed or not, is forbidden.
3. Individuals appearing to be intoxicated and/or acting in loud or belligerent manner will be required to leave the property immediately, so as not to disturb our neighbors.
4. Smoking or use of any tobacco products in the building is prohibited. Cigarette, cigar butts and its packaging shall be disposed of in the proper containers by the front door.
5. Fireworks or any other explosives shall not be fired or discharged within or upon the property.
6. Children must be under supervision of a parent, legal guardian, or responsible adult assignee at all times while on the township property.
7. Cleanup of the hall, grounds, and equipment is to be completed before midnight of the rental date of the rental agreement. All trash and garbage shall be hauled away by the lessee. The Hall and grounds shall be restored to the condition they were prior to occupancy.
8. Lessee and all guests must vacate the property by midnight of the rental date unless otherwise authorized in writing by the Monroe Township Board.
9. Decorations are allowed with temporary, non-damaging products used for securement. All decorations and related products must be removed at the end your event.
10. Tables and chairs are included in the hall rental as noted on the next page. Town hall tables and chairs are only for use within the hall or on the property and shall not be removed by renter(s).
11. Monroe Township assumes no responsibility for any material, equipment, foodstuff, or beverages transported to or left behind the Hall for any rentals.
12. Should the lessee or any of his/her invites or guests be hurt or injured on the premises by any other guest or invitee, the township is hereby relieved from any and all liability and should any action be brought against the township, the lessee hereby agrees to hold the township harmless from any and all damages. A written report of any injury must be filed with the township if anyone is injured.
13. Rent for the hall is \$50.00 per day with a \$50.00 deposit. Rent and deposit are to be paid in separate checks made out to Monroe Township with a valid Driver's License number inked or written on both checks. Deposit will be returned after the hall is inspected for damage & cleanliness, normally 5 days.

Failure to comply with the rules and regulations will result in full forfeiture of the deposit. Damages in excess of the deposit will need to be paid by lessee or they won't be able to rent the hall again.

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Rental Contract

I have read the Monroe Township Hall Rental Rules and Regulations and certify that I understand them and agree to abide by them. I know that not complying with the rules and regulations will cause the forfeiture of my deposit. I agree to repay any and all costs associated with damages incurred by and during the contract and understand that any subsequent rentals will not be permitted unless these charges are paid in full.

Printed Name: _____

Signature: _____

Date of contract: _____

Address in Monroe Township: _____

Residential Address: _____

Phone Number(s): _____

Rental date(s) requested: _____

Type of Event: _____

Approximate Number Attending: _____ (Must be below building capacity which is _____)

Tables allotted for event: _____ Chairs allotted for event: _____

For Township Use Only

Township Representative: _____

Position: _____ Phone: _____

Contract Creation Date: _____

Confirmed Date(s) of Rental: _____

Confirm Driver's License number when accepting checks for Monroe Township.

Deposit Received: _____ Payment Received: _____