



Contract # _____

THOMAS TOWNSHIP HALL RENTAL AGREEMENT

173 Miller Court
Saginaw, MI 48609

TODAY'S DATE: _____ Phone _____ E-Mail _____

PERSON/ORGANIZATION APPLYING: _____

ADDRESS: _____

Street

City

Zip Code

PURPOSE OF RENTAL: _____

DATE TO BE USED: _____ TIME IN: _____ TIME OUT: _____

DEPOSIT: \$ _____ RENTAL PRICE: \$ _____ TOTAL PRICE: \$ _____

A \$400.00 reservation/damage deposit, the applicable rental fee, and a copy of the renters' homeowners insurance with \$500,000 in Personal Liability, with Thomas Township as an additional insured, are required at the time of reservation. Checks or money orders shall be made payable to Thomas Township. One (1) signed copy of this agreement must be returned to the Township Office, either in person or by mail, at: Thomas Township Office, 249 N. Miller Road, Saginaw, Michigan 48609.

Refundable deposits may take up to thirty (30) days to process and will be mailed to the applicant.

The rental fee for use of the Rental Hall Building is \$250.00 for Thomas Township residents and \$450.00 for non-residents. This rate is subject to change and applies only to the date reserved. The facility's maximum occupancy is 60 persons.

All forms must be signed by the applicant. Any refundable payment will be issued solely to the applicant.

THE RENTER AGREES:

1. That the rental date is the only date the building is to be entered upon by the renter or guests. Entering the building on any other date will result in the loss of your deposit and an additional day's rental charge. Rental begins at 8 a.m. on the rental date; entering the building before 8 a.m. will result in the loss of your deposit and an extra day rental charge.
2. To pay a \$400.00 reservation/damage deposit at the time of signing this agreement, which may be applied by the Township toward any cancellation fee due, any extra cleaning needed, or damage to the building property caused by the renter or his/her guests.
3. To pay a cancellation fee of \$200.00 if cancellation occurs within 30 days of the rental date.
4. To review building rules that are posted in the kitchen area upon arrival and sign for receipt of the same.

5. To not drag anything (coolers, boxes, tables, etc.) across unprotected floors, as this may lead to scratches in the flooring. Reference number 8.
6. Not to bring or consume alcoholic beverages, recreational drugs, or illegal drugs on the premises and to maintain the building as a smoke-free environment.
7. Not to permit gambling on the premises.
8. To reimburse Thomas Township for any damages to the premises, building, and equipment that occurred during the renter's use of the property.
9. To accept the premises in its present condition and return it in the same condition. A vacuum cleaner is provided. **Vacuuming/mopping** all floors and **lavatory cleaning** are required before you leave.
10. To vacate the premises of all persons and personal property, including all food and materials, no later than **10:00 P.M. Please do not leave business materials or food in the building. Maintenance may/will dispose of them.**
11. To not tape, staple, tack, or attach decorations in any way to the walls, ceilings, windows, or fixtures, and to **only** attach decorations to the tables, and to remove **all** decorations: **NO CONFETTI OR GLITTER.**
12. To pick up all debris, inside and outside, bag the trash, and place it in the garbage cans outside the kitchen door. **All garbage and recycling must be placed into one of the available containers on the North Side of the building.**
13. To lock all doors and windows, turn out lights, and take all tables down and stack them in the storage room.
14. To stack chairs in the storage room.
15. To remove and properly dispose of any signs or balloons that were placed near the road.
16. To complete and sign the post-rental checklist that was received when picking up the key.
17. To indemnify and hold harmless, to the fullest extent permitted by law, Thomas Township, its elected and appointed officials, its employees and volunteers, from liability for personal injury to, or loss or damage of personal property of, the renter(s) and all in attendance.
18. To not hold Thomas Township, its officers, employees, and volunteers responsible for the failure of equipment, heating/cooling systems, kitchen appliances, or utensils.
19. All doors must be kept closed, except for immediate entrance and exit.
20. **To obey all federal, state, and local laws, ordinances, and regulations related to the premises and its use by the Renter and occupants**
21. **Return keys and signed post rental checklist to the Township office within 24 hours (Drop box is available at the north side of the Municipal Office Building). The renter must pick up the key from the Township Office during regular office hours, Monday-Friday, 8:30-4:30, except on holidays.**

Renters Signature: _____ Date: _____

Township Signature: _____ Date: _____