

**RUDYARD TOWNSHIP COMMUNITY CENTER  
RENTAL AGREEMENT  
18725 S Mackinac Trail, PO Box 277, Rudyard, Mi 49780  
906-478-5041**

Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**INDEMNITY BY RENTER**

Renter will indemnify Rudyard Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and loss of or damage to property arising from or out of the occupancy or use by the renter of the leased premises or any part of Rudyard Township's property, occasional wholly or in part by any act or omission of renter, its agents, contractors or employees. Renter agrees to the terms of this Agreement.

Renter \_\_\_\_\_  
 Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Alcoholic beverages will \_\_\_\_\_, or will not \_\_\_\_\_, be served/sold.  
 \_\_\_\_\_ If *served*, Liability Insurance waiver on file with township  
 \_\_\_\_\_ If *sold*, liquor license obtained from the State of Michigan & Liquor Liability  
 and on file with the township.

**Smoke Free Law:**

The Rudyard Township Buildings fall under the "Smoke Free Law" which states "Smoking is prohibited in public places and food service establishments which include any enclosed indoor area owned or operated by a state or local government agency and used by the general public. Therefore the renter is responsible to ensure the "Smoke Free Law" is followed and will be liable for any fines and/or penalties. Smoking is allowed outdoors.

Signature Required \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Security Deposit \_\_\_\_\_ Date Pd \_\_\_\_\_ Rcpt# \_\_\_\_\_  
 Rental Fee \_\_\_\_\_ Date Pd \_\_\_\_\_ Rcpt# \_\_\_\_\_

The security deposit and rental fee will be paid in full before the key is issued. The key needs to be picked up the last business day before your event. The township office is closed on Friday so weekend renters must pick key up on Thursday. Put key in the night drop (outside of office door) after building is cleaned and vacated.

The \$150 rental fee is for the day of the event only. If the building is needed and available the day before your event the following fee schedule will apply. Full day rentals take precedence.

Access at:	5 o'clock	\$50.	_____ Paid	_____ Date
	12 noon	\$100.	_____ Paid	_____ Date
	All day	\$150.	_____ Paid	_____ Date

## **RENTAL RATES, POLICY AND PROCEDURES GENERAL RULES AND REGULATIONS**

1. If you sell or provide liquor, Michigan Liquor Law is enforced. Renters must apply for the license and have it displayed during the event. To apply for a liquor license call Michigan Liquor Control Commission, at (906) 635-9451, or (517) 322-1400. The renter will inform the township office prior to renting if alcoholic beverages will be served or sold. Renter will be responsible for control. If liquor is served or sold, the renter will provide the township with proof of **Liquor Liability insurance** (liquor bond) and will name Rudyard Township as an additional insured on the renters insurance.
2. *Rental is for day of event only. Arrangement must be made prior to the event if access is needed day before or day after event. All functions or events will close no later than 1:00 a.m., and the building will be cleared by 2:30 a.m. Put key in the drop box after building is cleaned and vacated.*
3. Renters will be responsible for the correct use and proper care of all property rented. Complete restitution will be made to Rudyard Township for any damage or destruction to the rented facility or grounds. Damage to the building, or grounds, or its contents will be charged at replacement cost per item.
4. Equipment will remain in the building where it is assigned.
5. In the event additional cleaning is needed, the Township Clerk, or designee, will have the authority to negotiate an amount due for clean up and hire personnel to do the cleaning, using money taken out of the security deposit. If clean up costs exceed the security deposit the renter will be charged the additional amount.
6. Rudyard Township will furnish heat & electricity, cleaning supplies for custodial purposes, marble hot pads, tables and chairs.
7. Marble hot pads have been provided for use under crock pots/roaster. We have had tables damaged from crocks pots/roasters so please use hot pads.
8. *Do not hang anything from ceiling or put anything on the walls.*

### **CLEANING**

- Sweep & mop the floors in main room, kitchen and bathrooms. Use only the floor cleaner provided for this purpose and follow instructions listed on wall. There is a floor sink in the kitchen for use with the mop bucket. Clean bathrooms.
- See diagram on the wall for table arrangement when setting the room back up. Place chairs on top of the tables.
- Additional tables & chairs are to be returned to designated areas. To give us access to the thermostat on the south wall, please leave space between chairs up to the thermostat and 2 feet from all walls. Chairs will be stacked with no more than 7 chairs. Line chairs up with seats facing the south wall.
- Wipe off all tables, chairs, counters, stove and refrigerator. Completely remove all food from garbage disposal and sinks. Clean and wipe dry the sinks and splash board. **DO NOT USE 3<sup>RD</sup> SINK FOR FOOD PREPARATION.**
- All food and beverages must be removed from building, kitchen, and refrigerator/freezer.
- All garbage in the building and surrounding area will be picked up, bagged, and put into the dumpster provided. Replace trash bags in cans.
- *Turn thermostats down to 58 degrees in winter and off in summer. Shut off air conditioner if used. Shut off all lights and lock all doors.*

### **Security Deposit \$150**

*Payment of security deposit secures the date. Deposit will be refunded when the building and grounds are cleaned and put back in proper order and there is no damage to the property (see #3). If renter is found in violation of the conditions of this contract all, or a portion of the security deposit can/will be withheld.*

**I HAVE READ & UNDERSTAND THE GENERAL RULES, REGULATIONS & CLEANING**