

**RUDYARD TOWNSHIP COMMUNITY CENTER
RENTAL RATES, POLICY, AND PROCEDURES
RUDYARD TOWNSHIP, 18725 S MACKINAC TRAIL, P.O. BOX 277, RUDYARD, MI 49780**

**COMMUNITY CENTER RENTAL RATES
APPROXIMATELY 275 PERSON SEATING CAPACITY**

RUDYARD TOWNSHIP RESIDENTS:

HALL ONLY \$75.00 WITH KITCHEN \$150.00 DEPOSIT \$150.00

NON RESIDENTS:

HALL ONLY \$150.00 WITH KITCHEN \$250.00 DEPOSIT \$150.00

*The Use of the coffee pots is included in the cost of renting the hall.

*The kitchen charge is applied if a meal is prepared and / or served.

**Deposit must be received within seven days of request or date will not be reserved.
No refunds on rental unless Cancellation Notice is received one week prior to rental date.**

Rental rates are for one-time users for special events.

No rental fee will be charged for civic service or Rudyard Township Governmental organizations or any non-profit, state, or local agency that is going to provide free information or a benefit to Rudyard residents: This is subject to rentals.

GENERAL RULES AND REGULATIONS

1. If you **sell** 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, Ted Orm at (906) 250-1064 or (906) 786-5553. 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. **All functions or events will close no later than 1:00 a.m., and the building will be cleared by 2:30 a.m.**
3. **Marble Hot pads (or other provided by renter) must be used on tables when using hot items such as crock pots, roasters, etc.**
4. Renters will be responsible for the correct use and proper care of all property rented. Complete restitution will be made to the leaser for any damage or destruction to the rented facility. Damage to the building or its contents will be charged at replacement cost per item.
5. **Do not hang any item(s) on ceiling or walls.**
6. Equipment will remain in the building where it is assigned. Tables and chairs will **not** be removed from the Township Community Center.
7. 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 clean up using money taken out of the security deposit.
8. Rudyard Township will furnish the following: heat and electricity; marble hot pads, cleaning supplies for custodial purposes, tables and chairs.

COMMUNITY CENTER CLEAN UP RULES

1. Place chairs on top of tables. See diagram on the wall for table arrangement.
2. All additional tables and chairs should be returned to designated storage areas.
3. Sweep & mop the kitchen, bathrooms, and main room floors.
4. Wipe off all tables, chairs, counters, and stove. Wipe off walls of food splatter.
5. Completely remove all food from garbage disposal and sinks.
6. Completely remove food and beverages from kitchen and refrigerator/freezer.
7. Remove trash and garbage and place in dumpster located outside the building.
8. Replace trash bags in cans.
9. Clean bathrooms.
10. Turn lights off completely and turn thermostats down to 58 degrees in winter and off during the summer.

PLEASE BE SURE TO LOCK ALL DOORS.

DEPOSIT WILL BE REFUNDED THE FIRST OF THE MONTH FOLLOWING THE RENTAL IF THE RENTAL PROPERTY AND GROUNDS ARE FOUND TO BE PUT BACK IN ORDER, NO GARBAGE OR JUNK LEFT OUT OF DESIGNATED CONTAINERS AND NO DAMAGE TO PROPERTY.

If renter is found in violation of the conditions of this contract all, or a portion of the deposit will be withheld.

***RUDYARD TOWNSHIP COMMUNITY CENTER
RENTAL AGREEMENT***

Applicant (Person/Organization) _____

Address _____ Phone: _____

Purpose _____

Date Requested _____ Deposit _____ Date Pd _____ Check # _____

Rental Fee _____ Date Pd _____ Check # _____

Total _____

The Deposit and Rental Fee must be paid in full before the key is issued.

The key will need to be picked up the business day before your event. WEEKEND Rentals must pick key up on Thursday prior to event because the office is closed Fridays.

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.

Applicant signature

Date

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 _____ of the said facility 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 _____