

Rudyard Township Community Center
Rental Agreement for Small Groups
RUDYARD TOWNSHIP, 18725 S MACKINAC TRAIL, P.O. BOX 277, RUDYARD, MI 49780

Small Group rentals must:

- Have 30 people or less
- Meet for 2 hours or less (maximum for 4 hours allowed to include set up and cleaning)
- Not serve food. Refreshments such as cookies and coffee are allowed.
- Be limited to Sunday – Friday usage.

Small Group rental of the Community Center is \$30. Payment is required prior to event.

Alcohol is not permitted for small group rentals.

RUDYARD TOWNSHIP COMMUNITY CENTER
RENTAL AGREEMENT

Applicant (Person/Organization) _____

Address _____ Phone: _____

Purpose _____

Date Requested _____ Hours Requested (4 hour max.) _____ - _____

Rental Fee _____ Date Pd _____ Check # _____

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 signature

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.

Renter signature

Date

GENERAL RULES AND REGULATIONS

1. 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.
2. **Do not hang any item(s) on ceiling or walls.**
3. Equipment will remain in the building where it is assigned. Tables and chairs will **not** be removed from the Township Community Center.
4. 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. The renter will be billed for this expense.
5. Rudyard Township will furnish the following: heat and electricity; cleaning supplies for custodial purposes, tables, and chairs.
6. **Sunday and Friday Rentals must pick key up on Thursday prior to event.**
7. 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.
8. Abuse of the Small Group privilege may affect future rentals of Rudyard Township facilities.

PLEASE BE SURE TO LOCK ALL DOORS.

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, and counters.**
5. **Completely remove food and beverages from kitchen and refrigerator/freezer.**
6. **Remove trash and garbage and place in dumpster located outside the building.**
7. **Replace trash bags in cans.**
8. **Clean bathrooms.**
9. **Turn lights off completely and turn thermostats down to 58 degrees in winter and off during the summer.**