

LESSOR

LESSEE

ROSE TOWNSHIP

Facility

Date(s)

Time

Rose Township Hall

Park Shelter

Other

Type of Use

The lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and hold harmless the lessor against any and all claims for injury to person(s) and/or property arising out of the activities contracted by the lessee, its agents, members, guests or invitees. Alcoholic beverages and smoking are prohibited in the Rose Township Hall. Lessee agrees to comply with all Federal, State and Township laws and regulations. Occupancy of the assembly room in the township hall shall not exceed 50 persons. Lessee is responsible for restoring the leased/used facility to the same condition as was observed upon commencing the lease/use. Lessor reserves the right to eject persons from the premises should said person(s) violate any laws, policies or lease/use terms. In this instance, the lessee waives any and all claims for damages against the lessor. The lessor shall have the right to terminate this contract in its entirety or in part at the option of the lessor upon any violation of the terms of this lease/use agreement. It is agreed that lessee shall not, in any manner, mar or deface the leased/used premises. The lessee agrees to repair or pay for repairs of any damages to the premises caused by the lessee. Three (3) days notice is required from the lessee to cancel this agreement. Uses not considered to be of a civic nature as contained in the policies of Rose Township require the lessee to pay a rental fee of \$25. A \$100 performance deposit may be required from the lessee. In case of a cancellation, the rental fee will be refunded, however the township reserves the right to withhold any costs associated with preparation of township facilities for this lease/use.

Contact the Township Clerk to confirm availability prior to submitting this form: (248) 634-8701. You may submit this form by mail and request a copy of the completed form by including a stamped, self-addressed envelope. Rose Township's mailing address is 204 Franklin Street, Holly, Michigan 48442.



Witness Signature & Date

Witness Signature & Date

Lessor Signature & Date

Lessee Signature & Date

Public Use of Township Hall/Facilities (Adopted 9-13-00)

Availability

In all cases, use of township owned facilities by the township board, its associated boards, commissions, committees, and by employees, for township business, takes priority over any other use. Availability of township facilities for use by other individuals or organizations is contingent upon a determination that such township facilities are not needed for governmental purposes. The township board reserves the right to refuse use of township owned facilities for cause.

Reservations

Any individual, group, or organization wishing to use township facilities shall make reservations through the township clerk's office at least five (5) days prior to the intended date of use. Reservations shall be on first-come, first-serve basis. No reservation shall be considered confirmed until all facility agreements (i.e. hold harmless and/or rental) required by the township have been signed and all fees paid. Long term and/or continuous uses of township facilities for other than governmental or civic purposes shall not allowed.

Fees

Unless otherwise indicated herein, all individuals, groups or organizations shall pay a rental fee of \$25.00 per day for use of township facilities. At the discretion of the township, a damage deposit of \$100.00 may also be assessed. All applicable fees shall be paid at the time a reservation is made. In case of a cancellation, the rental fee shall be returned, however, the township reserves the right to withhold any cost associated with preparation of township facilities.

Individuals reserving township facilities must also provide verification that they have obtained special event insurance in the amount and type recommended by the township's carrier. Rose Township must be listed as the named-insured on the policy or rider.

The renter must return chairs and other equipment to their place of storage. Floors must be swept and any trash removed from the premises. Failure to reasonably clean township facilities shall result in forfeiture of the damage deposit to pay cleaning costs.

When the intended use of township facilities is of a civic nature, taxpayers of Rose Township are entitled to use the township facilities without being assessed a rental fee. Uses considered to be of a civic nature include, but are not limited to, the following:

1. Neighborhood and homeowner's associations;
2. Lake associations;
3. Citizen groups sharing a common interest or objective such as equestrian activities, hobbies, environmental or social issues occurring in and/or impacting Rose Township.

Other governmental and publicly funded entities will be permitted to use township facilities without incurring a rental fee. Such entities include, but are not limited to the following:

1. Oakland County commissions, boards, committees, agencies and departments;
2. State and federal commissions, boards, committees, agencies and departments.

Alcoholic Beverages

Alcoholic beverages shall not be permitted on the township premises. Individuals or organizations using township facilities are responsible for ensuring that alcoholic beverages are not served or otherwise made available during their use of the facilities

Smoking Policy

The Rose Township Hall is smoke free facility. Smoking is not permitted inside the building.