



JEFFERSON TOWNSHIP
24725 Jefferson Center Street, PO Box 188
Cassopolis, Michigan 49031
Phone: (269) 445-3941

HALL RENTAL AGREEMENT

(Please print)

Renter/Responsible Party: _____
Renter must be at least 21 years of age. A driver's license or state I.D. card must be shown upon request.

Address: _____

Phone: _____ Cell or Home

Email: _____

Type of Event: _____

Event Date: _____ Rental Period: _____ am or pm to _____ am or pm

Rental Fee: \$125.00 per daily rental

The rental fees and damage deposits must be submitted in two separate forms of payment.

Payments must be by EXACT cash, check or money order made payable to: Jefferson Township.

- Reservations will be confirmed only when a signed agreement with full payment of the rental fee and damage deposit are received. Key may be picked up the day before rental date after 6:00pm.
- The facilities available for use under this agreement are limited to the meeting room, kitchen, restrooms, pavilion, and parking area. All setup/cleanup and usage must be between 6:00 a.m. and 11:00 p.m. on the rental date only.
- Renter acknowledges that the reservation is for their own use and cannot be made on behalf of or transferred to another party. Renter shall not collect any admission fee or other charge for use of the premises.
- Cancellations must be made in writing. No refund will be issued for a cancellation within 30 days of the event date nor in the event of inclement weather on the event date unless the Township closes the hall.

- Renter agrees to release, indemnify, and hold harmless the Township, its elected and appointed officials, and its employees, against any claims, actions, loss, damages, liability, or costs, including reasonable attorney fees, in any way resulting from or related to use of the Township premises and from any cause, except the gross negligence of Jefferson Township. This provision shall survive expiration and termination of this agreement.
- The renter assumes all responsibility for the conduct of its guests and the use of the premises in conformance with the attached rules. Renter shall reimburse the Township upon demand for all costs incurred by the Township for cleaning or to repair any damage to the premises, furnishings, equipment, or other Township property caused by the renter or its guests. The premises are subject to inspection at any time by any authorized Township representative.
- The damage deposit will be refunded (subject to inspection) to renter after the Township confirms that the key was returned, the cleanup check list is completed, the premise is in the same condition as before the rental; and the premises were used in conformance with the attached rules.
- The Township shall be entitled to recover its costs, including reasonable attorney fees, incurred relating to any action arising from a breach of the rental agreement or violation of the attached rules.
- The Township reserves the right to reject any request for use of the premises or cancel any reservation due to circumstances beyond its reasonable control. The Township's liability for a cancellation is limited to the refund of the rental fee.
- This is the entire agreement between the parties and may be modified only in a writing signed by both parties. If any provision in this agreement is found by a court to be unenforceable, it will be ineffective only to the extent of the invalidity.

 Renter/Responsible Party Signature

Date: _____

FOR OFFICE USE ONLY

Date fee paid: _____ \$125/ cash /check # _____/ money order	
Date deposit paid: _____ \$100/ cash /check # _____/ money order	
Key # issued: _____ Key returned? yes or no	
Inspection results: Cleanup check list items not completed (\$10 fee per item):	\$ _____
Deposit amount to be refunded (less fees, if assessed):	\$ _____
Township Signature	

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HALL RENTAL RULES

- **NO SMOKING INSIDE THE BUILDING.**
- **NO ALCOHOLIC BEVERAGES ON THE PREMISES.**
- NO disorderly conduct or excessively loud behavior.
- NO animals except service animals specifically trained to aid a disabled person.
- NO open flames.
- NO decorations that damage any part of the premises or furnishings.
- NO throwing or scattering rice, birdseed, glitter, confetti, or other similar materials.
- DO NOT slide tables, chairs, or equipment across the floor.
- DO NOT remove furniture, equipment, or other Township property from the building.
- DO NOT block exits at any time.
- DO NOT use the premises in violation of federal, state, or local laws or ordinances.

ISSUES OR ACCIDENTS MUST BE REPORTED IMMEDIATELY TO THE TOWNSHIP

For assistance call:

Dean Hass-Supervisor 269-445-3941 x 9

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CLEAN UP CHECK LIST

CLEAN UP CHECKLIST (includes hall meeting room, kitchen, restrooms & garage, if rented.)

PLEASE COMPLETE AND CHECK OFF THE FOLLOWING ITEMS AND LEAVE THIS FORM ON THE KITCHEN COUNTER.

- Clean up all food and beverage spills.
- Wipe out both sinks. Clean out sink strainers. Do not rinse food down the sink.
- Wipe down all countertops.
- Wipe out refrigerator and freezer.
- Wipe off stove surface and inside oven.
- Wipe out inside microwave.
- Rinse out any coffee makers or carafes that have been used.
- Unload dishwasher, if used.
- Wipe down tabletops and chairs that have been used.
- Return tables, chairs **(placed in racks)**, and any other furnishing as found prior to event.
- Sweep and/or vacuum and remove debris from all floors.
- Ensure that all faucets are turned off, toilets are flushed, and drains are not blocked.
- Collect all garbage in **hall meeting room, kitchen, and restrooms**, and discard in outside dumpster. Replace bags in all trash cans.
- Remove all decorations, food, beverages, and other items brought by you or your guests.
- Drop key in drop box to the left of the office door inside the building.
- Turn off lights and lock the entry door. **Please pull door to be sure it is locked!**

Any check list items not completed will be deducted from the \$100 damage deposit. Those items will incur a fee of \$10 per item and up to the full damage deposit. Any balance remaining (after charges) will be refunded.

I agree to complete this cleanup check list to receive my full damage deposit back. I understand that if I do not complete each item on the list, a \$10 fee per item not completed will be assessed.

Renter's signature

Date

Rental date _____