

(For township use) Date of Event _____



Roscommon Township Community Hall Lease Agreement
8555 Knapp Road * PO Box 610
Houghton Lake, MI
Phone 989-422-4116 FAX 989-422-6145

THIS LEASE AGREEMENT, made this _____ day of _____, 20____, by and between the Township of Roscommon, a Michigan Township, hereinafter designated "Lessor", and _____, hereinafter designated "Lessee".

WITNESSETH:

In consideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The Lessor hereby lets and leases unto the Lessee the Community Hall located at the lower level of the Roscommon Township Hall located at 8555 Knapp Rd, Houghton Lake, Michigan 48629, for the following period or periods:

Date of Event _____

Lessee name: _____

Address: _____

Phone: (at least two numbers): _____

Type of Event: _____

Estimated Number of People: _____ (note-Capacity 125 persons)

Check one: _____ Township Resident 10:00 a.m. to 10:00 p.m. Property Tax #011-____-____-____
_____ Nonresident 10:00 a.m. to 10:00 p.m.

<u>HALL RENTAL RATES</u>	<u>Rental Fee</u>	<u>Security Deposit</u>
Residents – 10:00 A.M. – 10:00 P.M	\$100.00	\$100.00
Nonresidents – 10:00 A.M. – 10:00 P.M.	\$250.00	\$100.00
Governmental Agencies	0	\$100.00

2. The Lessee shall pay, in advance, as rent the sum of \$_____ rental fee, plus a security deposit of \$100, to help defray the cost of maintenance, utilities, and upkeep of said premises. Checks shall be made payable to Roscommon Township.
3. To qualify for the resident rate for hall rental, the Lessee must be a Roscommon Township resident and be renting the hall for his/her own use. Lessee shall not assign, transfer or sublet this lease, or any part thereof, without written consent of the Township. All other uses are considered to be uses by nonresident for the purpose of this agreement.
4. Non-Profit and Service Organizations may not rent the hall for free. Governmental agencies will be subject to security deposit only.
5. The Lessee shall not allow any gambling nor shall the Lessee allow any unlawful, improper, or offensive use of the Community Hall located at 8555 Knapp Road, Houghton Lake, Michigan 48629.

(For township use) Rent Paid

Security Deposit Paid

6. Lessor shall not be liable for any loss, injury, death or damage to persons or property which at any time may be suffered or sustained by Lessee or by any person whosoever may at any time be using or occupying or visiting the premises or be in, on or about the same, whether such loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Lessee or of any occupant, visitor, or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth, and Lessee shall indemnify Lessor against all claims, liability, loss, or damage whatsoever on account of any such loss, injury, death or damage.
7. Building and grounds must be cleaned according to attached Hall Rental Cleaning Requirements. Deposit may be retained in whole or part if facility is not left as it was when rented. Lessee is responsible for furnishing any utensils, dish soap and cleaning rags as needed.
8. Rental date cannot be held without a security deposit. If someone else wants the same date, the first party has 24 hours to bring in security deposit or the second party gets the date reserved. Cancellation of the rental agreement is subject to loss of deposit.
9. Lessee agrees to use only the Community Hall meeting room, kitchen, restrooms and building hallway and entrance.
10. Roscommon Township reserves the right to accept or reject any or all applications.
11. Residents or Non-profit Organizations that desire to lease the hall for more than one consecutive day may do so with prior approval. The lease rate for consecutive days shall be \$100 for the first day and \$25 for each day thereafter with only one \$100 security deposit. This rate is not available to Nonresidents. There is a five (5) consecutive day maximum for hall leases.
12. All uses shall be subject to the attached Rules and Rental Rates and Cleaning Requirements.

THE UNDERSIGNED HEREBY ACKNOWLEDGES READING THIS LEASE AGREEMENT, THE ATTACHED "RULES OF RENTAL AGREEMENT", AND "HALL RENTAL CLEANING REQUIREMENTS" AND RECEIVING A COPY OF THE SAME. THE UNDERSIGNED AGREES TO ENTER INTO THIS LEASE SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN ALL SAID DOCUMENTS.

 Lessee Date _____

 Roscommon Township Representative Date _____

Security Deposit \$ _____ Paid _____ Cash/ Check # _____ Date _____ Recv'd by _____

Hall Rental \$ _____ Paid _____ Cash/ Check # _____ Date _____ Recv'd by _____

Key picked up by _____ Phone # _____ Date _____

Key returned _____ Date _____ Deposit Refund Issued -Date: _____ Check# _____

*Lessee received a copy of Rules of Rental Agreement and Cleaning Requirements _____

RULES OF RENTAL AGREEMENT

1. NO alcoholic beverages allowed. No smoking allowed.
2. To qualify for the resident rate for hall rental the Lessee must be a Roscommon Township resident and be renting the hall for his/her own use. No subleasing by residents shall be allowed. All other uses are considered to be uses by nonresidents for the purpose of this agreement.
3. The hall WILL NOT be rented to minors.
4. Hall capacity is 125 persons.
5. No parking or driving on grass or sidewalks.
6. **NO USE BEYOND THE KITCHEN IS PERMITTED. THIS IS A FIRE EXIT ONLY. IF DOOR IS OPENED, ALARM WILL GO OFF AND PARTY IS OVER WITH NO REFUNDS.**
7. Decorating can be done the day prior to the event if the hall has not been rented out to another party. Absolutely NO tacks, staples or tape may be used for fastening to walls or ceiling. Tape may be used to fasten decorations to tables but must be completely removed. If maintenance has to remove excessive tape monies will be deducted from security deposit at a rate of \$50.00 per hour.
8. Inventory list must be signed prior to use of Hall.
9. Tables and chairs must not be taken outdoors.

* Too many cooking roasters and audio equipment may overload breaker. Confirm prior to rental.

******* DO NOT USE SELF CLEAN FEATURE ON OVEN!!!**

**Keys must be returned to Roscommon Township Hall
the next business day before closing at 4:30 P.M.**

HALL RENTAL RATES	Rental Fee	Security Deposit
Residents –10:00 A.M. – 10:00 P.M.	\$100.00	\$100.00
Nonresidents–10:00 A.M. – 10:00 P.M.	\$250.00	\$100.00
Governmental Agencies	\$ 0	\$100.00

HALL RENTAL CLEANING REQUIREMENTS

Checklist below lists cleaning procedures that MUST be done following a Community Hall rental. The inspection by the Township representative will determine if the deposit will be returned. FAILURE TO DO ANY OF THE CLEANING PROCEDURES OR REMOVING TAPE AND DECORATIONS SHALL RESULT IN FORFEITURE OF THE ENTIRE RENTAL DEPOSIT, OR A PORTION THEREOF. ANY CLEANUP REQUIRED OF THE BUILDING OR GROUNDS AFTER A RENTAL SHALL BE DEDUCTED FROM THE RENTAL DEPOSIT AT A RATE OF \$50.00 PER HOUR.

MEETING ROOM Some lights are AUTOMATIC on and off.

- _____ 1. All tables and chairs must be inspected for damage by Lessee. Remove all tape, coverings, etc. from tables and wipe off tables. Clean chairs.
- _____ 2. Remove any and all decorations.
- _____ 3. Sweep floor.
- _____ 4. Take all trash to the dumpster behind wooden privacy fence.

KITCHEN

- _____ 1. Remove all food from kitchen. Wipe out refrigerator.
- _____ 2. Wash off all counters, cabinets, coffee maker and stove.
- _____ 3. Scour sink using cleaner provided.
- _____ 4. Sweep floor.
- _____ 5. Turn OFF stove and oven.

RESTROOMS

- _____ 1. Clean toilets and urinals.
- _____ 2. Wipe dividers and doors of stalls if needed.
- _____ 3. Clean sinks and mirrors.
- _____ 4. Sweep floors.

BUILDING HALLWAY AND ENTRANCE

- _____ 1. Clean entryway glass doors and floor.

BUILDING EXTERIOR

- _____ 1. Remove all trash from grass and parking lot.

DOORWAY
ENTRANCE at
lower level

KITCHEN

**PLEASE LET US KNOW THE MONDAY BEFORE YOUR EVENT,
HOW YOU WOULD LIKE THE TABLES AND CHAIRS SET UP.**

