

LAPEER TOWNSHIP COMMUNITY  
BUILDING RENTAL AGREEMENT

This rental agreement entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Township of Lapeer (here is referred to as the "Township") and \_\_\_\_\_ (here referred to as the "Renter"). Whose telephone number is \_\_\_\_\_ and whose address is \_\_\_\_\_.

The Township hereby agrees to rent the Great Room and the kitchen facilities in the Township building to the Renter for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_.

The Renter agrees to pay rent in the amount of \$\_\_\_\_\_ for the use of the Township building for the above period. In addition, the Renter agrees to pay a deposit in the amount of \$ \_\_\_\_\_ to cover any damage or additional maintenance which may result from Renter's use of the Township building.

***Liability for damage or additional maintenance is not limited to the deposit amount.*** The deposit amount shall be paid at the time this rental agreement is signed. Deposit is forfeited when rental is cancelled if the building could have otherwise been rented. A portion of the deposit may also be withheld at a rate of \$20.00 for the first hour and \$10.00 for each additional half-hour after the agreed closing time. Deposits are refunded after Board approval at the next regularly scheduled Board meeting.

**The rental amount and is due no less than one week before the rental date.**

**Renter agrees that noncompliance to the rental rules (including clean up maintenance) required to be completed by renter may result in forfeiture of all or a portion of your hall rental deposit.**

"To the fullest extent permitted by law, the Renter agrees to defend, pay on behalf of, and hold harmless the Township, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Township, its elected and appointed officials, employees, volunteers or all others working on behalf of the Township, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Renter and/or in anyway connected or associated with this agreement."

Renter agrees to limit the use of the Township building during the rental period to the following use:

\_\_\_\_\_

Renter agrees that the Township building shall not be used for any purpose other than the one described in the previous paragraph unless Renter first acquires the written permission of the Township for additional use.

Renter understands and agrees that **No Smoking is to be permitted** inside the Township building. Alcoholic beverages are not allowed in or on the Township property. Renter also understands and agrees that Renter's use of the premises shall comply with the rules on the backside of this agreement.

The Township reserves the right to terminate this agreement or to remove Renter or any of Renter's guests in the event the requirements of this agreement are violated or in the event any dangerous, disruptive or unlawful activity is permitted to occur on the Township property during the time covered by this agreement.

Renter agrees to conduct its activities on Township property so as not to endanger any person or property. Renter further agrees to indemnify and save harmless the Township against any and all claims for injury to persons or property arising out of the activities conducted by the Renter on Township property.

\_\_\_\_\_  
Township of Lapeer Township

\_\_\_\_\_  
Renter

LAPEER TOWNSHIP COMMUNITY  
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BUILDING RENTAL RULES

All activities must be ended by 12:00 a.m. and clean up completed. Everyone shall be out of the building by 12:00 a.m. or the deposit will be forfeited.

No decorations are to be installed on the walls or ceiling.

**The renter will provide setup and cleanup.** Following the event, all tables are to be cleared and tablecloths placed in garbage bags and placed in the dumpster. If tape is used to secure tablecloths, please remove all tape. All tables are to be washed. No nails or tacks may be used to secure tablecloths. The **carpet is to be vacuumed** and kitchen area cleaned and left in an orderly manner. Garbage is to be sealed in plastic bags and placed in the dumpster, which is located on the North side of the building. The Township will provide trash bags.

Doorways and exits must be accessible at all times. No equipment or decorations may obstruct doorways. Tablecloths must be used, and will be not be provided by the Township.

A responsible adult must sign a Rental Agreement and Rental Rules before anyone will be permitted to use the Township building. That adult will be liable for guaranteeing that all rules are complied with and shall also be liable for any damage to the premises.

The person signing this Rental Agreement and rules stated herein is responsible for and must remain in the building until the custodian arrives to lock up after the rental. If the signer is unable to stay until the custodian arrives, another designated adult may stay, but the signer maintains total responsibility.

**Any noncompliance to the above stated rental rules may result in forfeiture of all or a portion of your hall rental deposit.**

Hall viewing/inspecting can be done during regular business hours only.  
(M, T, W 9:00 – 3:30, Thurs 9:00 – 5:00, Friday – Closed) 810-664-3700.

**DO NOT LEAVE THE BUILDING UNATTENDED AT ANY TIME.**

No loose balloons of any kind may be used as decorations. Weighted balloons used as centerpieces only are acceptable.

No consecutive rentals will be allowed without the signing of a new agreement and making a new deposit each time.

The Township does not license the kitchen with the Lapeer County Health Department. If you wish to prepare food on the premises you must either receive and / or pay for a temporary license with the Health Department or show a valid caterer's license when you sign your rental contract. To store, heat and serve already prepared food does not require licensing.

**NOTE:** These rules are subject to revision at any time by the Lapeer Township Board.

\_\_\_\_\_  
Township of Lapeer Township

\_\_\_\_\_  
Renter

Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_  
Rent \_\_\_\_\_ Date Paid \_\_\_\_\_

Effective date: 9-15-1992  
Revised: 3-17-2009