

## **POLICY ON RENTAL OF CANNON TOWNSHIP CENTER MEETING ROOM**

It is the policy of Cannon Township that whenever possible the Township Center Meeting Room will be made available to Township residents for Township related activities or personal use. The facility will not be available for any commercial function and will not be rented to non-residents. A contract outlines the rules and regulations of all rentals and must be signed by all renters.

In all cases official uses of the Township Hall by the Township Board, other boards and commissions, official meetings, fire department or other governmental organizations will have first priority. In order not to create scheduling conflicts the hall cannot be reserved for a regular week meeting. (e.g. every Thursday at 7:00 pm etc.) It is the intent of this policy to make the hall available whenever possible to Cannon Township groups while avoiding scheduling conflicts with official Township activities. For any uses outside of the stated policy, the applicant must come to the Township Board for approval of use and fees.

Any Cannon Township non-profit community group that desires to use the hall for a meeting may do so after completing an application form and paying the security deposit. A non-profit group or individual who wishes to use the hall for a fund raising event may do so after completing an application form, receiving approval from the Facilities Committee and paying the security deposit. Residents or community groups may wish to use the hall for family activities, receptions, parties or other activities for a fee of **\$75.00** in addition to the security deposit. Rentals of this nature place a great deal of responsibility for the care of the Township Hall and its equipment on the renting resident. The details of the policy for rental for social activities can be found on the attached contract.

A security deposit of **\$200.00** must be paid before the key is issued and will be returned the following day, if the key is returned to the night deposit box, unless there is damage to the premises noted during the inspection. In the case of damage, the repair expenses will be subtracted from the deposit and the balance refunded.

All reservations for the Township Hall must be made through the Township Clerk's office. The Clerk will have final authority on decisions related to the rental of the facility and the return of any deposit or assessment of damages.

The room may be reserved no earlier than one year ahead in the month in which a rental is desired. For instance, if you would like to rent the room on December 22, 2013, you would not be able to request it until December 1, 2012.

## LEASE CONTRACT FOR TOWNSHIP MEETING ROOM

The Township buildings have been built and furnished with the public funds of its taxpayers, and Township officials, being aware that they are the custodians of the taxpayers' property, have formulated the following conditions for renters:

### **I AGREE TO ALL OF THE FOLLOWING CONDITIONS:**

- Rental is restricted to Cannon Township residents and is for the personal use of the renter's family or for a non-profit community group. The renter will be present in the Township Hall during the entire rental period.
- Cost of the rental is \$75.00 payable immediately when reservation is made and a **\$200.00** security deposit is payable when the key is picked up on the day prior to the scheduled rental.
- The rental is for one day only and cannot be used for setting up the day before or cleaning up the following day (unless authorized by the Clerk). The building must be completely cleaned and vacated by midnight.
- Full rental or deposit will be refunded if canceled up to two weeks before the scheduled event. Because of high demand, no refunds will be given for any events scheduled in December.
- The renter will be responsible for reimbursement to Cannon Township for any damages to the premises, building and equipment, over and above the required \$200.00 security deposit. No permanent alterations to the building are allowed.
- The renter must agree to the **Hold Harmless Clause** listed as Appendix No. 1 located on the back of the application form.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises.
- There will be **NO SMOKING** in the building.
- There will be no red punch (it stains the carpet).
- Please do not adjust thermostats.
- **All garbage and refuse must be taken from the building. Township trash carts are not large enough to handle additional refuse, so please take the bags home and deposit with your own garbage.**
- All chairs and tables must be returned to the appropriate locations, carpet vacuumed, kitchen and restrooms cleaned; stove, oven and microwave cleaned if used, and garbage removed. The building must be left in the manner in which it was found.  
**(See Attached Seating Chart)**
- All lights must be turned off and the front entrance door locked.
- The key must be returned to the night deposit box (outside the main entrance) after the rental is complete or brought in the next day.
- The sponsoring Township resident must personally pick up the deposit on the next business day or it may be returned by mail if requested.
- Failure to comply with the conditions will result in forfeiture of the security deposit (amount to be determined by the Clerk).
- The Clerk will have final authority on decisions related to the rental of the facility.

**NO DEVIATION FROM THE RULES AND REGULATIONS STATED ABOVE SHALL BE PERMITTED - NO RENTAL FOR COMMERCIAL PURPOSE**

**PLEASE RETURN THIS FORM WITH PAYMENT**

**RENTAL OF CANNON TOWNSHIP CENTER MEETING ROOM  
AND OTHER FACILITIES  
6878 BELDING ROAD, ROCKFORD, MICHIGAN 49341**

**APPLICATION**

Print Name of Applicant\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Phone\_\_\_\_\_

Day/Date Requested\_\_\_\_\_Arrival Time \_\_\_\_\_ Departure Time\_\_\_\_\_

\_\_\_\_Township Center Meeting Room    \_\_\_\_Trail    \_\_\_\_Other (Please check one)

Purpose of Rental\_\_\_\_\_

Estimated Attendance\_\_\_\_\_

***APPLICANT SIGNATURE***\_\_\_\_\_

***(Township Resident)*** I have read, understand, and agree to the terms in the policy and lease contract for the Township Meeting Room and/or Cannon Township Events Policy for Township Trails and Other Facilities.

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**(For Office Use) - Please check appropriate use:**

\_\_\_\_\_ **NON PROFIT COMMUNITY GROUPS (No Rental Fee)**

Name of Community Group \_\_\_\_\_

\_\_\_\_\_ **PRIVATE USE (\$75.00 RENTAL FEE – PAYABLE IMMEDIATELY)**

Date Paid\_\_\_\_\_

**\$200.00 Security Deposit (ALL RENTERS – PAYABLE WHEN PICKING UP THE KEY)**

**Date Paid**\_\_\_\_\_ **Key No.**\_\_\_\_\_

Date of Refund\_\_\_\_\_ Inspected\_\_\_\_\_

**HOLD HARMLESS CLAUSE**  
**(Appendix No. 1)**

To the fullest extent permitted by law, the applicant, agrees to defend, pay on behalf of, and hold harmless Cannon 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 Cannon Township, its elected and appointed officials, employees, volunteers or all others working on behalf of Cannon Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out to the alleged negligence of Cannon Township and /or in any way connected or associated with this contract.”