



## GAINES CHARTER TOWNSHIP COMMUNITY ROOM RENTAL AGREEMENT

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The rental applicant agrees that during the use of this facility, applicant(s) will not discriminate due to a person's race, color, national origin, age, sex or disability. Applicant also agrees to hold Gaines Charter Township, its officers, agents, and employees harmless from any and all liability and all claims for damages of any nature or kind, except for the sole negligence of Gaines Charter Township. The rental group or individual as the case may be, agrees to fully reimburse Gaines Charter Township for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any, incurred in collection of same.

It is the responsibility of the signing applicant to inform all members of the rental group of the Community Room Rules and Regulations. Failure to abide by Community Room Rules and Regulations could result in immediate and future loss of rental privileges.

### **RENTAL FEES**

Community Room A \$75.00 per rental  
Community Room B \$75.00 per rental  
Community Room A & B \$115.00 per rental  
Community Room C \$50.00 per rental

### **PAYMENT PROCEDURES**

1. The Rental Fee **MUST** be paid in full before a key to the facility is issued.
2. Payments may be made with cash, personal/company check or money order payable to Gaines Charter Township.

### **RENTAL POLICIES**

1. Rental hours are consecutive and must include time for delivery of supplies, set-up, clean up and departure.
2. Township office hours are Monday thru Friday, 8:30am-5:00pm. During normal business hours, a member of our staff will be able to assist with opening/closing of doors, lights and equipment.
3. Unless prior arrangements have been made, room(s) must be **vacated by 4:45pm** so Township staff may secure the building for the evening.
4. Arrival and departure times beyond our normal business hours must be pre-arranged. Extended rental times, including evening rentals, require building keys be picked up in advance. Once you have secured the building after usage, the keys must be placed in the drop box located by the main entrance doors on the upper level.

5. Any group using the facilities during Township office hours must maintain a low/ moderate noise level, not disrupting the day to day functions of the Township office and staff.
6. All items brought into the facility by the rental group are to be removed prior to the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, decorations and garbage after use of the facilities.
7. All garbage should be placed in the dumpster located near community room entrance.
8. Township owned equipment made available to, and used by, the rental group must be thoroughly cleaned (including tables, chairs, coffee pots, kitchen facilities, etc.) prior to the end of rental period.
9. It is the responsibility of the rental group to set up and move furnishings as desired. The rental group is required to return all furnishings to their original position prior to the end of the rental period. Refer to posted diagram for position layout.

## **GENERAL RULES**

Leave the facilities in the same condition or better than you found them.

Flammable materials (candles, incense, oil lamps, etc.) are not permitted.

The use of tape, tacks, push-pins, nails, etc., to affix items to any walls is prohibited. Poster putty may be used in moderation.

Use of illegal drugs, alcohol, and/or gambling is strictly prohibited in the Township facility or on Township grounds. Smoking is restricted to designated outside areas only.

Only those room(s) specified on the Facility Reservation Permit will be available for use by the rental group.

All minors on the premises must have adequate adult supervision.

Gaines Charter Township does not assume responsibility for personal property left unattended in Township facilities and cannot be responsible for accident, injury, or loss of property.

The misuse of any Township facility or the failure to comply with these regulations will be sufficient reason for denial of future rental privileges.

Gaines Township events will take precedence over other group events. Every effort will be made to honor scheduled rental requests, however it may become necessary to move your event to another area of the facility or reschedule your event to avoid conflicts with Township related functions.

Please remember that you have the room(s) available to you **ONLY FOR THE TIME REQUESTED**. There may be other rental groups using the room(s) immediately after you. Therefore, please make sure that you have **allotted time to set-up, clean-up and for departure**.

Please be sure to lock up the room(s) after use and return the keys to appropriate Township employee. If the rental period concludes after normal business hours, place the keys in the drop box located outside the main entrance doors on the upper level.

It is each renter's adherence to the rules and regulations set forth by our Building and Grounds Committee, which allows the Township to continue to make these rooms available for the convenience and benefit of our area residents and businesses.

### **FACILITY INSPECTION CHECKLIST**

1. The Facility Inspection Checklist is a form used to determine the condition of the facility and equipment prior to and following the rental. Please contact the Township Office if you would like to schedule a walk-through prior to the event.
2. The Facility Inspection Checklist is submitted to the Building and Grounds Committee following the rental. Additional fees may be incurred if there is damage to the facility and/or equipment, or a staff member is required to clean the facility and/or equipment.

### **CANCELLATIONS**

48 hour notice of cancellation is required to receive a refund of rental fees.

### **ADDITIONAL FEES / CHARGES**

Additional fees include, but are not limited to, janitorial, carpet cleaning, locksmith, and damage fees, and are to be applied at the discretion of the Building and Grounds Committee.

**RENTAL AGREEMENT RESERVATION REQUEST**

**Name of Group:** \_\_\_\_\_

**Type of Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Size of Group:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Rental Time:** \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_

I have been provided with and agree to abide by the Gaines Charter Township Community Room Rental Rules & Regulations.

**GAINES CHARTER TOWNSHIP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

8555 Kalamazoo Ave SE  
\_\_\_\_\_  
Street Address

Caledonia, MI 49316  
\_\_\_\_\_  
City, State, Zip

616-698-6640  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date



## **RENTAL CHECKLIST**

*The following items should be completed at the end of the rental period:*

- All lights are to be turned off.
- Return all chairs and tables to their original locations. Refer to posted diagram.
- All equipment provided by the Township (overhead projector, etc.) is to be returned to its original position and, if applicable, unplugged.
- All kitchen appliances are to be cleaned, returned to their original positions, and turned off and/or unplugged (coffee pots).
- Return keys to the appropriate Township employee or via the drop box located near the main entrance doors on the upper level if the conclusion of the rental period occurs outside of normal business hours.