

Leroy Township Community Hall Rental Agreement

CONTACT PERSON		
Name:		
Address:		
Phone Number:	Driver's License Number:	
Are you a Leroy Township Resident? YES / NO		
Are you a Leroy Township Property Owner? YES / NO		
RENTAL INFORMATION		
Type of Event:		
Organization Involved (if applicable):		
Date of Rental:		
Beginning Time:	Ending Time:	
Rental Fee: \$	Security Deposit: \$	Early Entry Fee: \$
<p>Checks should be made payable to Leroy Township. Rentals are on a first-come, first-serve basis so payments and security deposits are required to reserve the date. Doors will be unlocked by Township Hall Caretaker. There will be an additional rental fee for early entry set up prior to the event. The Township Hall Caretaker will inspect the building after each rental to verify that the building was left in good condition. After approval, the office will be notified, and the security deposit will be returned to Renter. Caretaker's number is 269-993-0163.</p>		

RENTER'S AGREEMENT:

FAILURE TO COMPLY WITH THE FOLLOWING CONDITIONS WILL RESULT IN FORFEITURE OF FUTURE USE AND/OR LOSS OF SECURITY DEPOSIT:

1. Renter must be 21 years old. The signer of the agreement must be present during rental hours. **Hall is not to be left unattended. All rentals to be scheduled between 9 a.m. and 10 p.m.** Rentals are for family/friend gatherings. No commercial use allowed.
2. Renter agrees to accept the premises in its present condition and return it in the same condition. **No Township property is to be removed or put outside. Outside doors are not to be left open.**
3. Renter may use the Community Hall main room, kitchen and restrooms. The stove is for warming food only. **Do not cook meals in the kitchen.** No pig roasts are allowed.
4. **No alcoholic beverages** are to be brought or consumed, and **no smoking** is allowed on premises.
5. The only decorations allowed will be freestanding and table decorations. **Do not attach posters or signs to the walls or hang from ceiling.**
6. Renter agrees to clean the premises after their rental by wiping off countertops, tables and chairs, vacuum floors, place trash in receptacle behind the building, and return all township property to its designated storage space.
7. Renter agrees to indemnify Leroy Township, its members and agents against all liability to persons or property on the premises. Leroy Township is not responsible for loss or damage to personal property.
8. Renter agrees to vacate property at a scheduled time when the Caretaker will return to inspect and lock up facility. All rentals must end by 10:00 p.m.
9. A minimum of 24 hours' notice of cancellation is required for a refund of both the rental fee and security deposit. Contact the Caretaker or township office during business hours for notice of cancellation.

I have read the above rental regulations and acknowledge that failure to comply with any of these conditions will result in forfeiture of future use of property and/or loss of security deposit:

Signature of Renter

Date