

**RUDYARD TOWNSHIP COMMUNITY CENTER
RENTAL RATES, POLICY AND PROCEDURES
RUDYARD TOWNSHIP, 18725 S MACKINAC TRAIL, P.O. BOX 277, RUDYARD, MI 49780**

COMMUNITY CENTER 275 SEATING CAPACITY

DEPOSIT MUST BE RECEIVED WITHIN SEVEN DAYS OF REQUEST OR DATE WILL NOT BE RESERVED. NO REFUNDS ON RENTAL UNLESS GIVEN ONE WEEK'S PRIOR NOTICE OF CANCELLATION. Rental rates are for one-time users for special events. No rental fee will be charged for civic service or Rudyard Township Governmental organizations.

GENERAL RULES AND REGULATIONS

1. If you **sell** liquor, Michigan Liquor Law is enforced. Renters must apply for the license and have it displayed during the event. To apply for a liquor license call Michigan Liquor Control Commission, Linda LaBombard at 635-9451, or contact the Michigan Department of Commerce: State of Michigan Liquor Control Commission, P.O. Box 3005, Lansing, MI 48909 or phone (517) 322-1400 . The renter will inform the township office prior to renting if alcoholic beverages will be served or sold. Renter will be responsible for control. If liquor is served or sold, the renter will provide the township with proof of **Liquor Liability insurance** (liquor bond) and will name Rudyard Township as an additional insured on the renters insurance.
2. **All functions or events will close no later than 1:00 a.m., and the building will be cleared by 2:30 a.m.**
3. Renters will be responsible for the correct use and proper care of all property rented. Complete restitution will be made to the leaser for any damage or destruction to the rented facility. Damage to the building or its contents will be charged at replacement cost per item.
4. **Do not hang any item(s) on ceiling or walls.**
5. Equipment will remain in the building where it is assigned. Tables and chairs will **not** be removed from the Township Community Center.
6. Return tables to storage and stack chairs after they have been wiped clean, sweep and mop all the floors, and wipe dry the sinks and splash board.
7. All food and beverages you bring in will be removed from the building, refrigerator and freezer.
8. All garbage will be picked up, bagged, and put into the dumpster provided outside of the kitchen at the community center.
9. In the event additional cleaning is needed, the Township Clerk, or designee, will have the authority to negotiate an amount due for clean up and hire personnel to do the clean up using money taken out of the security deposit.
10. Rudyard Township will furnish the following: heat and electricity; cleaning supplies for custodial purposes, Tables and chairs.

**COMMUNITY CENTER RENTAL RATES
APPROXIMATELY 275 PERSON SEATING CAPACITY**

RUDYARD TOWNSHIP RESIDENTS:

HALL ONLY	\$75.00	WITH KITCHEN	\$150.00	DEPOSIT	\$150.00
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NON RESIDENTS:

HALL ONLY	\$150.00	WITH KITCHEN	\$250.00	DEPOSIT	\$150.00
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- * THE USE OF THE COFFEE POTS IS INCLUDED IN THE COST OF RENTING THE HALL
- THE KITCHEN CHARGE IS APPLIED IF COOKING OR FOOD PREPARATION IS DONE IN THE KITCHEN OR A MEAL IS SERVED USING THE COMMUNITY CENTER DISHES OR UTENSILS.

COMMUNITY CENTER CLEAN UP RULES

1. Place chairs on top of tables and leave them there.
2. Sweep & mop the kitchen, bathrooms and Community Center floors.
3. Wipe off all tables, chairs, counters and stove. Wipe off walls of food splatter.
4. Completely remove all food from garbage disposal and sinks.
5. Completely remove food and beverages from kitchen and refrigerator/freezer.
6. Remove trash and garbage and place in dumpster located outside the building.
7. Replace trash bags in can.
8. Clean bathrooms.
9. Turn lights off completely and turn thermostats down to 58 degrees in winter.

PLEASE BE SURE TO LOCK ALL DOORS.

DEPOSIT WILL BE REFUNDED IF THE RENTAL PROPERTY AND GROUNDS ARE FOUND TO BE PUT BACK IN ORDER, NO GARBAGE OR JUNK LEFT OUT OF DESIGNATED CONTAINERS AND NO DAMAGE TO PROPERTY.

If renter is found in violation of the conditions of this contract all, or a portion of the deposit will be withheld.

***RUDYARD TOWNSHIP COMMUNITY CENTER
RENTAL AGREEMENT***

Applicant (Person/Organization) _____

Address _____ Phone: _____

Purpose _____

Date Requested _____ Time Requested: From _____ am/pm To _____ am/pm

Deposit _____ Rental Fee _____ Total _____

Date Paid _____ Check # _____ Amount _____

INDEMNITY BY RENTER

Renter will indemnify Rudyard Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and loss of or damage to property arising from or out of the occupancy or use by the renter of the leased premises or any part of Rudyard Township’s property, occasional wholly or in part by any act or omission of renter, its agents, contractors or employees. Renter agrees to the terms of this Agreement.

Applicant signature

Date

Smoke Free Law:

The Rudyard Township Buildings fall under the “Smoke Free Law” which states “Smoking is prohibited in public places and food service establishments which include any enclosed indoor area owned or operated by a state or local government agency and used by the general public. Therefore the renter _____ of the said facility is responsible to ensure the “Smoke Free Law” is followed and will be liable for any fines and/or penalties. Smoking is allowed outdoors.

Signature Required _____

RUDYARD TOWNSHIP PAVILION RENTAL RATES, POLICY AND PROCEDURES
RUDYARD TOWNSHIP, 18725 S MACKINAC TRAIL, P.O. BOX 277, RUDYARD, MI 49780

DEPOSIT MUST BE RECEIVED WITHIN SEVEN DAYS OF REQUEST OR DATE WILL NOT BE RESERVED. NO REFUNDS ON RENTAL UNLESS GIVEN ONE WEEK'S PRIOR NOTICE OF CANCELLATION. Rental rates are for one-time users for special events. No rental fee will be charged for civic service or Rudyard Township Governmental organizations.

GENERAL RULES AND REGULATIONS

1. If you **sell** or provide liquor, Michigan Liquor Law is enforced. Renters must apply for the license and have it displayed during the event. To apply for a liquor license call Michigan Liquor Control Commission, Linda LaBombard at 635-9451, or contact the Michigan Department of Commerce: State of Michigan Liquor Control Commission, P.O. Box 3005, Lansing, MI 48909 or phone (517) 322-1400 . The renter will inform the township office prior to renting if alcoholic beverages will be served or sold. Renter will be responsible for control. If liquor is served or sold, the renter will provide the township with proof of **Liquor Liability insurance** (liquor bond) and will name Rudyard Township as an additional insured on the renters insurance.
2. **All functions or events will close no later than 1:00 a.m., and the building will be cleared by 2:30 a.m.**
3. Renters will be responsible for the correct use and proper care of all property rented. Complete restitution will be made to the leaser for any damage or destruction to the rented facility. Damage to the building or its contents will be charged at replacement cost per item.
4. Equipment will remain in the building where it is assigned.
5. All floors are to be swept and mopped. Wipe out the refrigerator after use, clean the stove inside and out. Clean and wipe dry the sinks and splash board.
6. All food and beverages you bring in will be removed from the building, refrigerator and freezer.
7. All garbage will be picked up, bagged, and put into the dumpster provided outside of the kitchen.
8. In the event additional cleaning is needed, the Township Clerk, or designee, will have the authority to negotiate an amount due for clean up and hire personnel to do the clean up using money taken out of the security deposit.
9. Rudyard Township will furnish the following: electricity; cleaning supplies for custodial purposes.

PARK PAVILION RENTAL RATES

PAVILION ONLY	\$50.00	WITH KITCHEN	\$75.00
DEPOSIT	\$150.00		

- * RENTAL IS FOR ALL DAY USE WITH THE RESTROOMS AND ELECTRICITY
- * RENTERS RESPONSIBLE TO PROVIDE THEIR OWN TABLES AND CHAIRS
- * **WE DO NOT RECOMMEND DECORATING THE NIGHT BEFORE**

PAVILION CLEAN UP RULES

1. Sweep & mop the kitchen & bathroom floors and sweep the Pavilion floors.
2. Wipe off all surface areas in kitchen and stove.
3. Completely remove food from the kitchen and refrigerator/freezer.
4. Remove trash and garbage and place in dumpster located behind the Community Center.
5. Replace trash bags in cans.
6. Clean bathrooms.

PLEASE BE SURE TO LOCK ALL DOORS.

DEPOSIT WILL BE REFUNDED IF THE RENTAL PROPERTY AND GROUNDS ARE FOUND TO BE PUT BACK IN ORDER, NO GARBAGE OR JUNK LEFT OUT OF DESIGNATED CONTAINERS AND NO DAMAGE TO PROPERTY.

If renter is found in violation of the conditions of this contract all, or a portion of the deposit will be withheld.

***RUDYARD TOWNSHIP PAVILION
RENTAL AGREEMENT***

Applicant (Person/Organization) _____

Address _____ Phone: _____

Purpose _____

Date Requested _____ Time Requested: From _____ am/pm To _____ am/pm

Deposit _____ Rental Fee _____ Total _____

Date Paid _____ Check # _____ Amount _____

INDEMNITY BY RENTER

Renter will indemnify Rudyard Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and loss of or damage to property arising from or out of the occupancy or use by the renter of the leased premises or any part of Rudyard Township's property, occasional wholly or in part by any act or omission of renter, its agents, contractors or employees. Renter agrees to the terms of this Agreement.

Applicant signature

Date

Smoke Free Law:

The Rudyard Township Buildings fall under the "Smoke Free Law" which states "Smoking is prohibited in public places and food service establishments which include any enclosed indoor area owned or operated by a state or local government agency and used by the general public. Therefore the renter _____ of the said facility is responsible to ensure the "Smoke Free Law" is followed and will be liable for any fines and/or penalties. Smoking is allowed outdoors.

Signature Required _____

