



WATERLOO TOWNSHIP

9773 Mt. Hope Road

Munith, MI 49259

517-596-8300

Mon-Tues-Thurs 9 am-1 pm & Wed 1 pm-5 pm

HALL RENTAL POLICY AND AGREEMENT

It is the policy of Waterloo Township that, whenever possible, the Township Hall will be available to Township residents, for Township-related activities or personal use, while avoiding scheduling conflicts with official Township activities. The Township Hall will not be available for any commercial function. All reservations for the Township Hall must be made through the Township Treasurer's office. The Waterloo Township Board will have final authority on decisions related to the rental of the facility and the return of any deposit or assessment of damages. This Township Hall Rental Policy and Agreement ("Agreement") outlines the rules and regulations of all rentals and must be signed by Renter(s).

Pursuant to this Agreement, I/we agree to all of the following conditions on Township Hall rental:

- Official uses of the Township Hall by the Township Board, other boards and commissions, fire department or other governmental organizations will have first priority for Township Hall use.
- The Township Board maintains absolute discretion on rental approvals, denials and return of any deposit or assessment for damages.
- Rental is for personal, family, or community group use and is not to be used for any commercial use or commercial enterprise.
- **Agreement must be signed, along with a security/cleaning deposit of \$50 and a rental fee of \$100 for one day and \$75 for additional days, paid by the time of rental for township residents.**
- The rental will not be used for any event where an admission fee is charged.
- **Absolutely NO ALCOHOLIC BEVERAGES OR SMOKING, of any sort, may be served, consumed or used on the premises. This includes the parking lot, as well as the building. Failure to comply will result in a forfeiture of deposit.**
- Except for service animals, no animals are allowed in the Township Hall; renter must clean-up after any animals that remain outside.
- Any decorations shall not alter or damage any surfaces. No nails, tacks, or staples shall be used for hanging decorations from walls. Tape must be removed.
- There will be NO HANGING OF DECORATIONS FROM THE CEILING OR LIGHT FIXTURES. Table and floor decorations are permitted.
- All activities will end and the premises will be vacated by 11:00 p.m. on the day of the rental.
- Tables and chairs are not to be removed from the building and must be returned to the appropriate locations, floor cleared of debris and any spills wiped up, kitchenette and restrooms cleaned; counters cleaned; microwave and refrigerator cleaned, and garbage removed. The building must be left in the manner in which it was found.
- ALL TRASH MUST BE REMOVED FROM PREMISES (kitchen, bathrooms, hall).
- Turn off all lights, fans and put thermostat back to original setting.
- Lock all doors before leaving.
- The key must be returned by the next business day. It can be put in envelope provided and left in drop box.
- Cancellations must be made at least 24 hours prior to the time the rental is to take place.
- Renter(s) will be responsible for reimbursement to Waterloo Township for any clean up required or damages to the premises, building and equipment, over and above the required \$50.00 security deposit. No permanent alterations to the building are allowed.
- The deposit or any portion of the deposit which is to be returned to Renter(s) will be refunded only after satisfactory inspection of the Township Hall and all requirements have been met, including those listed in the Renter Check List attached to this Agreement.
- Failure to comply with the terms and conditions of this Agreement shall result in forfeiture of Renter(s)' deposit.

I/we have read this Rental Policy and Agreement, agree to comply with terms and conditions thereof and acknowledge receipt of a copy of this Rental Policy and Agreement.

I/we further agree to defend, indemnify and hold harmless Waterloo Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Waterloo Township by reason of any damage to property, person injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this Agreement, and regardless of which claim, demand, damage, loss, cost, of expense if caused in whole or in part by the negligence of Renter(s), or by third parties, or by the agents, servants, employees or factors of any of them.

Agreed:

Name: _____ Address: _____

Phone #: _____ Email: _____

Date(s) of Rental: _____ Starting/Ending times: _____

HALL RENTAL IS \$100 FOR ONE DAY AND \$75 FOR ADDITIONAL DAYS.

Approx. # of guests (Max occupancy 80): _____ Type of event: _____

Deposit/ Rental fee received: _____

Signature: _____ Date: _____

Township Approval: _____ Date: _____

Approved by the Waterloo Township Board:

Voting yes: Lance, Beck, McAlister, Walz, Kitley Voting no: None

Date: August 22, 2023


Janice Kitley, Clerk

Questions may be directed to:

Sarah Walz

Ph. 517-596-8300

Email: deputytreasurer@waterlootwpmi.gov

Deposit returned: YES or NO

Date: _____ MAILED or PICKED UP signature _____

Additional Notes: _____

HALL USAGE CHECK LIST - COMPLETE BEFORE LEAVING

- ___ Clean up any debris outside.
- ___ Restrooms are clean and waste baskets empty.
- ___ Refrigerator, microwave and countertops are clean.
- ___ Wash all tables/chairs with disinfectant and water, provided under the sink in the kitchenette.
- ___ Put all chairs and tables back in closet.
- ___ Sweep floors. Clean up any spills and mop, if necessary.
- ___ All garbage is removed from premises.
- ___ Water faucets are turned off.
- ___ Remove all decorations.
- ___ Turn off all lights, fans. Reset thermostat.
- ___ Doors are locked.
- ___ Key returned to Township Office (Deputy Treasurer) the next business day, following building usage.

If everything meets approval, the security deposit will be returned to the renter.
Thank you for your cooperation.

Questions may be directed to:

Sarah Walz

Ph. 517-596-8300

Email: deputytreasurer@waterlootwpmi.gov

AFTER HOURS KEY RETURN

****Please put this form & key in envelope provided and leave in Drop Box****

DATE	
NAME	

ADDITIONAL NOTES REGARDING RENTAL

Are there any damages that you noticed that we need to know about?

Suggestions, etc.

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