



## 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 made available to Township residents, in good standing, 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).

### RENTAL AGREEMENT

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 and denials and return of any deposit or assessment for damages.
- Rental is for personal, family, or community group use. It is not to be used for any commercial use or commercial enterprise, where an admission fee is charged.
- **Before the date of the rental, Waterloo Township resident must sign the agreement, pay a security/cleaning deposit of \$250, pay a rental fee of \$100 for one day and \$75 for additional days.**
- Absolutely NO ALCOHOLIC BEVERAGES OR SMOKING of any sort may be served or consumed/used on the premises. This includes the parking lot, as well as the building.
- Except for service animals, no animals are allowed in the Township Hall; renter must clean-up after any animals, inside and outside.
- Any decorations shall not alter or damage any surfaces. NO HANGING OF DECORATIONS FROM THE CEILING OR WALLS. Tape must be removed.
- All activities will end and the premises will be vacated by 9:00 p.m. on the day of the rental.
- Tables and chairs are not to be removed from the building and 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. IT IS NOT TO BE LEFT IN TOWNSHIP RECEPTACLE.
- Turn off all lights, fans and put thermostat back to original setting. (77° summer/60° winter)
- 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 the 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, which could be a portion of the deposit or any amount over and above the required \$250.00 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. If deposit was made in cash and not picked up by renter within 90 days of rental, it is considered relinquished to Waterloo Township.
- Board Members' table, rolling chairs and area behind are not considered part of the rental and not to be used.
- 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 factorsof any of them.

Agreed:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Starting/Ending times: \_\_\_\_\_

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

Approx. # of guests (Max occupancy 40): \_\_\_\_\_ Type of event: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Rental received: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Township Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Waterloo Township Board:

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

Date: February 25, 2025

  
\_\_\_\_\_  
Bill Richardson, Clerk

Questions may be directed to:

**Sarah Walz**

**Ph. 517-596-8300**

**Email: deputytreasurer@waterlootwpmi.gov**

Key# Date given \_\_\_\_\_ Date key returned \_\_\_\_\_ Deposit returned: YES or NO

Date: \_\_\_\_\_ MAILED or PICKED UP (signature) \_\_\_\_\_

Additional Notes: \_\_\_\_\_

## **ITEMS NOT PROVIDED:**

- Paper towel
- Trash bags (13 gallon or larger)
- Dish clothes/towels
- Dish soap
- Coffee
- Tableware/Utensils

## **HALL USAGE CHECK LIST - COMPLETE BEFORE LEAVING**

- \_\_\_ Clean up any debris outside, from your event.
- \_\_\_ Restrooms are satisfactory and waste baskets empty.
- \_\_\_ Refrigerator, microwave and countertops are clean.
- \_\_\_ Wash all tables/chairs with disinfectant and water, provided under the kitchen sink.
- \_\_\_ Put all chairs and tables back in closet.
- \_\_\_ Sweep floors. Clean up any spills and mop.
- \_\_\_ All garbage is removed from premises. (NOT TO BE LEFT IN TOWNSHIP TRASH RECEPTACLE)
- \_\_\_ Water faucets are turned off.
- \_\_\_ Remove all decorations.
- \_\_\_ Turn off all lights and ceiling fans. Reset thermostat (77° summer/60° winter).
- \_\_\_ Doors are locked.
- \_\_\_ Key returned to Township Office (Deputy Treasurer) the next business day, following building usage.

If everything meets Waterloo Township Board approval, the security deposit will be returned to the renter. If conditions are not met, per the signed agreement, Waterloo Township will keep cleaning/repair charges from the deposit.

Thank you for your cooperation.

**Questions may be directed to:**

**Sarah Walz**

**Ph. 517-596-8300**

**Email: [deputytreasurer@waterlootwpmi.gov](mailto:deputytreasurer@waterlootwpmi.gov)**

**AFTER HOURS KEY RETURN**

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

<b>DATE</b>	
<b>NAME</b>	
<b>KEY #</b>	

**ADDITIONAL NOTES REGARDING RENTAL**

**Are there any damages that you noticed that we need to know about?  
Suggestions, etc.**


**Questions may be directed to:**

**Sarah Walz**

**Ph. 517-596-8300**

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