

Otsego Township Rules and Terms of Hall Rental

Otsego Township Hall's lower level is available for rent on the weekends year-round with special rates for residents (must reside within Otsego Township) and non-residents (any person, organization, or group not located within township boundaries). The hall may host up to 85 people and is equipped with: a full kitchen [including an electric stove, double sink, refrigerator, microwave, coffee pots (100-cup, 30 cup, and 12 cup)], two restrooms, 40 folding chairs, 30 stacking chairs, 13 tables (five 8 ft. tables, six 6 ft. tables, two 5 ft. tables), with central air conditioning. Room is "L-shaped" measuring 15'x48' (720 sq. ft.) and 17'x12' (204 sq. ft.). Dishes, trash bags, cutlery, vacuum, mop, paper towel, etc. are in the closet. Renter furnishes all other supplies.

Security Deposit and Rental Fee

- Security deposit and Rental Fee shall be paid in full at the time of reservation by separate checks or cash and prior to receiving the key. All rentals are on a "first come, first served" basis upon receipt of payment of Rental Fee and Security Deposit. Reservations may be made within one year of reservation date. The key must be picked up on Thursday before 4pm. We are not open on Fridays. **Refund of rental fees due to cancellation is at the board's discretion.**
- If the Township premises are not damaged and are properly cleaned (swept, mopped, all garbage removed, tables and chairs neatly put back), and the key is returned to the Township, the full security deposit shall be refunded. Otherwise, the cost to the Township of any needed cleaning, repair of damage, and/or replacement of the key shall be deducted from the security deposit and only any remaining amount will be refunded. The full/partial security deposit shall be mailed to the Renter's address or may be picked up at the Township Hall during business hours. If the Township's costs of cleaning, damage repair, and/or key replacement exceed the amount of the security deposit, the Renter shall be responsible for paying the additional cost. Renter agrees to be responsible for the theft or destruction of property/equipment in and around the Township building resulting from the Renter's use of the premises. The key shall be returned no later than the next business day following the reservation. The key must be returned or the deposit will not be refunded.

Usage

- No alcoholic beverages or illegal drugs are permitted on the premises. There shall be no smoking inside the building. Smoking is allowed outside the building. All used cigarettes must be placed in the sand cans by the back door.
- Township premises shall not be used for any unlawful or immoral purposes. The Township reserves the right to limit / restrict uses.
- The Township premises cannot be used in a financially profitable nature. Those reserving and utilizing the space cannot collect admission fees, sublet sections of the hall as booth space, or for the selling of products/services. Non-profit and charity cases may be permitted with prior approval from a Township Representative.
- Preparation/setup may begin at 4pm on Thursday. The reservation time includes all activities and clean up.
- There shall be nothing attached to any wall or ceiling without the prior consent of a Township Representative.
- The kitchen may be used for serving lunches, catered meals, potlucks, and similar use. The kitchen may NOT be used for preparing meals from scratch as a state license is required to process food.
- The township is not liable for any damages due to power outages. (i.e. Spoiled food or damaged electronics.)
- The Renter must be present during the event. The Renter will ensure the orderly conduct of attendees and that children (under age 18) have the proper adult supervision. Do not allow children or attendees into the storage closets. The Renter will ensure that the stairwell and upper level of the township hall and its offices shall not be entered at any time.
- No animals allowed in the building except service animals.
- Renter will ensure all indoor/outdoor noise follows the ordinance, "Sec. 4.10 CONTROL OF HEAT, GLARE, FUMES, DUST, NOISE, VIBRATION AND ODORS: Every use shall be so conducted and operated so that it is not obnoxious or dangerous by reason of heat, glare, fumes, odors, dust, noise, vibration or vision obstruction beyond the lot on which the use is located."
- Vehicles may not be left in the parking lot overnight. Special parking arrangements for a specific purpose within a limited time period may be negotiated through a Township representative. The Township parking lot cannot be used for the purpose of displaying or advertising a vehicle that is for sale. Renter will ensure if the parking lot or grounds are used that they are cleaned up after use and undamaged by activities.
- Michigan Campaign Finance Act, Section 57 prohibits the use of township property to expressly advocate voting for or against a candidate or ballot question. The Township will not allow unattended materials that expressly advocate voting for or against a candidate or ballot question anywhere on township property on any day including vehicles with campaign signs parked on township property. On Election Day, Michigan Election Law prohibits campaigning outside of the 100-foot limit on township property on Election Day. A voter has a right to park their vehicle in a township parking lot for the period of time that it takes for that person to vote, even if the vehicle has campaign signs on it.
- General Liability Insurance: Organizations requesting a rental may be required to provide proof of liability insurance naming Otsego Township as "Additional Insured" for the event.

Clean Up

- All disposable trash and garbage shall be placed in the Township's outdoor trash. All personal belongings shall be removed. The hall shall be cleaned, swept, and mopped before vacating. Tables and chairs shall be neatly put back to their original locations in the closet and stacked against the wall. **Any damage should be reported to the office on the next business day.**
- **Thermostat must be returned to 63 degrees in the winter and 70 degrees in the summer. All lights must be turned off. ENSURE THAT THE DOOR IS LATCHED/LOCKED UPON LEAVING THE PREMISES.**
- The Township Hall shall be vacated on a timely basis according to the terms of the Rental Agreement.

The Township reserves the right to cancel the renter's reservation for the premises and rental agreement at any time if the room is needed for official Township use. In that event, any prepaid payments and deposits shall be refunded.

Otsego Township Hall
400 N. 16th Street
Otsego, MI 49078
(269) 694-9434

Otsego Township Office Hours: Mon. through Thur. 8am-4pm.

Key returned _____

Deposit returned _____

Rental Agreement

Make *Checks Payable to: Otsego Township. *Security Deposit and Rental Fee must be separate checks.

Security Deposit Required: \$125.00

Date Paid: _____ Circle: Cash or Check # _____

How would you like your security deposit returned to you? Choose one:

____ Shred my check.

____ Mail my check back to me at the address below.

____ I paid cash, I will come pick up the cash.

Rental Fees:

Rental fee must be paid in full at the time of reserving the hall for the date specified.

Rental Fee Date Paid: _____ Circle: Cash or Check # _____

Refunds/Cancellations: Refund of rental fees due to cancellation is at the board's discretion.

Weekend Rental: ___ Resident of Otsego Township: \$100.00 ___ Non-Resident: \$200.00

The key will be picked up on **Thursday** _____ (date) during regular business hours (8am-4pm).

The key will be returned by _____ (date) during regular business hours or before via the drop box at the building's front main entrance.

The Township of Otsego hereby agrees to rent the lower level of the Otsego Township Hall to the undersigned renter ("Renter"). Both the Township and Renter agree to the terms of this Agreement, including the (reverse side) of this document entitled "Rules and Terms of Rental" which is made a part of this Agreement.

Date of Rental Use: _____ Time In/Out: _____

Nature of Event: _____ Quantity of Persons Expected: _____ (**Max Limit: 85**)

Name of Renter: _____ Phone: _____

Address: _____

I have read and agree to the terms of this Agreement, including the "Rules and Terms of Rental" document and that are a part of this Agreement. I agree to indemnify and hold harmless Otsego Township, its officers, agents and employees from any claims for property damage, personal injury or other liability arising in any way out of the use of the Otsego Township Hall and its grounds pursuant to this Agreement. I agree that I will not reassign any of my rights under this Agreement and that any such attempted assignment will void this Agreement at the sole option of the Township. I certify that I am at least 18 years of age and shall accept full responsibility for the orderly conduct of the persons who attend the function.

BY SIGNING THIS DOCUMENT YOU CERTIFY THAT YOU HAVE READ AND AGREE TO "THE RULES AND TERMS OF RENTAL AGREEMENT (PAGE 2)."

Renter Signature: _____ Date: _____

Acknowledgement by Township Representative

Township Representative: _____ Date: _____