

For office use only: \$ amount paid _____
101-000-687 Key Refund Amount _____

Garfield Township
9348 Terry Street
Lake, MI 48632
989-544-2445

RENTAL AGREEMENT

Garfield Township Hall

This rental agreement is entered into between Garfield Township, 9348 Terry Street, Lake, MI (hereinafter designated OWNER), and _____, designated LESSEE), on the _____ day of _____, 20_____.

OWNER & LESSEE agree as follows:

1. OWNER does hereby rent to LESSEE the premises described as follows: **Garfield Township Hall**.
2. LESSEE shall use the premises for the following purpose: _____
3. OWNER & LESSEE agree that the premises shall be rented from: (dates)

_____, 20_____, at _____ AM/PM
 UNTIL
 _____, 20_____, at _____ AM/PM

4. LESSEE shall use the premises for lawful purposes only and shall not make nor allow to be made any unlawful, improper, or offensive use.
5. LESSEE does hereby acknowledge and agree that **NO ALCOHOLIC BEVERAGES** shall be brought upon or inside the premises and none shall be consumed upon or inside said premises.
6. LESSEE does hereby acknowledge and agree that the premises are a **NON-SMOKING** facility and there shall be no smoking upon or inside said premises.
7. LESSEE shall indemnify OWNER and hold OWNER harmless from and against any and all claims, actions, damages, liability, cause of action, and injuries arising from the occupancy and use by LESSEE of OWNERS premises, or any part thereof LESSEE does hereby accept all legal responsibility and liability relative to the use of the premises for the period set forth above.
8. Lessee does hereby agree to provide a damage deposit in the amount of \$25. LESSEE and OWNER hereby agree that they have the right to inspect the premises prior to LESSEE'S occupancy of the same said premises and are in good condition.
9. The deposit of \$25 will be returned ONLY if the following is completed:

	<u>Initial</u>	<u>Completed</u>
• NO ALCOHOLIC BEVERAGES, NO SMOKING	_____	_____
• Tables and chairs must be wiped down.	_____	_____
• Tables and chairs must be put away properly.	_____	_____
• All areas must be clean and swept.	_____	_____
• All areas must be clean.	_____	_____
• Kitchen clean, swept, refrigerator and stove clean.	_____	_____
• Bathroom must be clean.	_____	_____
• Tape must be removed from walls and tables.	_____	_____
• Absolutely no tape to be placed on ceiling.	_____	_____
• All trash must be removed from premises.	_____	_____
• Turn off lights.	_____	_____
• Lock all doors.	_____	_____
• Return key to Township office.	_____	_____

10. If you are renting the Depot for someone not living in the Township, you MUST attend the event. If it is found that you were not in attendance, you will no longer be allowed to rent township properties.
11. Should damage occur on or at the premises during the LESSEE'S occupancy regardless of the manner or by whom the damages are incurred, the parties agree that the reasonable costs of repair of said damages shall be the responsibility of the LESSEE and he/she will be liable and responsible for all damages.
12. Both parties agree that this is a commercial Rental Agreement and is not for the rental of residential premises.
13. LESSEE agrees to return and surrender the premises to the owner in as good a condition and as clean as said premises were prior to LESSEE's occupancy.

GARFIELD TOWNSHIP AGREEMENT WITH LESSEE:

Name: _____

Address: _____

Phone: _____

Email: _____

LESSEE SIGNATURE: _____ DATE: _____

TOWNSHIP OFFICIAL: _____ DATE: _____

Key# _____ given on this date _____, date returned _____

- Recorded in Key Log
- Recorded in Key Log after Key Refund

Rental Fee: \$50

Deposit: \$25 (If eligible for return of deposit, a check will be mailed to you after the next Township Board meeting).

Additional Notes: