

Meeting Room Rental Request Form
Polkton Charter Township
6900 Arthur Street
Coopersville, MI 49404
616-837-6876

Contact Person _____
Organization Name _____
Address _____
Telephone Number _____

Rental Fee: \$60.00
Security Deposit: \$60.00
Total: \$120.00

Purpose of Rental _____
Date Requested _____
Time Required: _____ To _____
Anticipated Number of Attendees (Maximum of 100) _____

This completed form, full rental fee and security deposit payment, and a signed copy of the attached "Rules and Regulations" form must be returned to the Polkton Charter Township office at least fourteen (14) days prior to your requested rental date in order to confirm reservation. No dates will be reserved unless full payment and all signed forms have been returned. Cancellations will be accepted up to 72 hours prior to time of rental. All questions should be directed to the Township office at 837-6876.

Polkton Charter Township Building Rental
"Rules and Regulations"

Endorsement of this form signifies acceptance of the following terms:

1. The consumption or use of alcoholic beverages and/or other controlled substances is prohibited on all Township property.
2. In accordance with the Ottawa County Smoke-Free Indoor Air Regulation, Section 1006.C, Polkton Charter Township is smoke free. Smoking is prohibited in all Township buildings and work sites, including outdoors within 25 feet of any entrance.
3. The Township building must be cleaned immediately after each renter's use. All refuse from the renter's use must be removed from the Township property. Failure to adequately clean the building after use will result in a \$50.00 cleaning charge being deducted from the renter's security deposit.
4. Renter will be responsible for the actual cost of any and all repairs that are required as a result of the use of the Township building and/or equipment.

5. Renter's use of the Township building is limited to the "Art Lucas Room" and the restrooms.
6. The Township building and equipment is accepted in its "as is" condition and will be returned to the Township in the same condition.
7. Renter agrees to defend, indemnify and hold harmless Polkton Charter Township from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from Polkton Charter Township by reason of any damage to property, personal 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 contract, and regardless of whether such claim, demand, damage, loss, cost or expense if caused in whole or in part by the negligence of Polkton Charter Township, or by third parties, or by the agents, servants, employees or factors of any of them.
8. Renter will vacate the property no later than the date and time stated on the Building Rental Request Form.
9. No pets or animals will be allowed on or in the Polkton Charter Township property without prior written approval.
10. **Please do not attach with tape signs to the walls or erect posters on the premises. (Fresh paint 7/2015). No holes shall be made in any walls or ceilings. Renter is responsible for set-up and tear-down of all chairs, tables and equipment and will return the building and equipment back to its original layout and condition.**
11. The security deposit shall be returned to the renter after the Township has inspected and approved the condition of the building and premises.
12. A responsible adult, age 21 or older, must sign this agreement. This adult will be responsible and liable for guaranteeing that all rules are followed and shall be liable for any damage to the premises.

A SIGNED COPY OF THIS "RULES AND REGULATIONS" FORM MUST BE RETURNED, ALONG WITH THE RENTAL REQUEST FORM WITH FULL PAYMENT OF THE FEE AND SECURITY DEPOSIT, IN ORDER TO CONFIRM THIS RESERVATION.

POLKTON CHARTER TOWNSHIP

RENTER

Township Representative

Signature of Renter

Renter's Address _____

Renter's Telephone _____

Home

Work/Cell

Please arrange for key pick up prior to the rental date by contacting the Township office.