

COURTLAND TOWNSHIP HALL RENTAL AGREEMENT

- Key must be picked up by 4:00 PM on THURSDAY for weekend rentals. (Closed Fridays)
- Courtland Township residents/property owners ONLY. Courtland resident (renter, age 21 or older) MUST be present the entire time.
- Rental fee of \$100.00 and signed Rental Agreement due within 48 hours of making reservation.
- Security deposit of \$125.00 payable in advance at time key is picked up. Security deposit check will be mailed to the renter after appraisal of hall condition.
- Key must be returned to drop box with completed & signed checklist. \$10.00 will be charged for lost keys.
- Full refund will be made if reservation is canceled up to 2 weeks in advance.
- Rental is for a six (6) hour period only. Building hours available 9:00 AM to 11:00 PM. Building must be completely cleaned and vacated by 11:00 PM. No prior set-up or next day clean up.
- Family or community groups only. No commercial or political gatherings.
- NO SMOKING, NO Alcoholic Beverages, NO gambling on Township Government property.
- No red punch or other red beverages or food.
- Table decorations only. Do not affix anything to walls or ceilings.
- Township property may not be removed from the building.
- Only the meeting room, kitchen and restrooms may be used.
- Renters must bring their own dishes, utensils, table coverings, etc.
- All trash from kitchen and restrooms must be in bags. No diapers allowed in the feminine boxes in the women's restroom. Trash Bags are to be put in dumpster behind Fire Station.
- All chairs and tables must be returned to proper locations, carpet vacuumed, kitchen and restrooms cleaned, stove, oven and microwave cleaned if used. See Diagram in Kitchen for set up required.
- ALL lights must be turned off and all doors and windows CLOSED and LOCKED.
- Thermostat for heating is set at 62 degrees when room is not in use. If you use air conditioning, please be sure to turn off before you leave.
- Use of special equipment (electrical, mechanical) must be approved by the Township in advance.
- Maximum capacity is 75.
- Township reserves the right to refuse or revoke permission to use the facilities.

Date to be used _____ Arrival time _____ Departure time _____

Purpose of rental _____

Courtland Township Waiver: In consideration for the use of Township Hall facilities, I, as the sponsoring Courtland Township resident, agree to follow each of the rules outlined above, to be in attendance at all times, and to accept all liability for damages to the building, grounds and equipment, or the cost of cleaning if necessary. I further agree that Courtland Township and its employees will not be held responsible for any accidents which may result in personal injury, death and/or loss of property, however caused, and agree to release Courtland Township and its employees from all claims or damages which may arise as a result of such accidents or loss. **By signing this agreement, it is clear that if ALL ITEMS on the above list are not completely met to the discretion of Courtland Township, the entire security deposit may be forfeited, and additional charges may be added if cleaning costs/damages exceed the deposit.**

Print name _____ Signature _____

Address: _____ Phone: _____

Office Use Only:

Date Rental Paid: _____ Date Security Deposit Paid: _____
Employee's Initials: _____

Date security deposit mailed: _____ Amount Returned: _____
Check # _____ Employee's Initials: _____