

## **IDA TOWNSHIP COMMUNITY ROOM RENTAL AGREEMENT AND REGULATIONS**

1. No alcoholic beverages are allowed on the premises. No smoking in the building.
2. Decorations shall be free standing. No taping, nailing, stapling or tacking of décor to walls, ceilings or fixtures. If décor is taped to windows, windows must be free of all marks at end of rental. No glitter please.
3. Renter to provide all garbage bags (13 gal kitchen size works best), kitchen supplies (utensils, towels, etc.)
4. Renter agrees to release Ida Township from all liability due to loss, theft, personal injury or property damages that may occur to any person or property thereon during the period of occupancy.
5. The \$100 security deposit will be refunded, normally within 2-3 weeks, following inspection of the room by the township custodian.
6. Damages: The security deposit shall be forfeited for the portion which is necessary for repair. If the cost of repairs exceeds the deposit, damage charges will be invoiced to the lessee and shall be paid in full within 30 days of the invoice. A 1.5% per month service charge will be assessed for non-payment. Renter shall be responsible for any attorney fees and court costs as required to recover payment and interest.
7. Ida Township reserves the right to cancel any scheduled use of the Community Room if operations should require it. In such a case, every reasonable effort will be made to provide the renter with adequate advance notice.
8. Animals are not allowed in Community Room (regulated assistance dogs ok).
9. Housekeeping: Make sure the oven and all burners are turned off and clean, remove all items from the refrigerator, clean up any spills, pick up litter, wipe off tables and chairs, bag and remove all trash to the dumpster (between Library and Fire Dept.).
10. Place tables back to original placement. Six round tables with six chairs per table, two rectangular tables along the south wall and one rectangular table along the east wall. All remaining tables and chairs against the west wall. Layout shown in example photos.

**The undersigned (Renter) accepts and agrees to abide by all terms, policies and guidelines as set forth herein**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**IDA TOWNSHIP COMMUNITY ROOM  
RENTAL AGREEMENT AND REGULATIONS**

\$200.00 Rental Fee    \$100.00 Deposit

EVENT DAY & DATE: \_\_\_\_\_

The Ida Township Community Room has a capacity of 80 people. Only adults may reserve the room.

The room is available from 9:00 a.m. to 10:00 p.m. on the day it is reserved.

Return completed form with deposit to: **Ida Township 3016 Lewis Ave. PO Box 239, Ida MI 48140** or in person to Township Hall Monday thru Thursday. Township Hall is closed on Friday

**RENTER AND FUNCTION INFORMATION**

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Event Set up Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**IMPORTANT:** The renter **must call** (not text) the custodian, **Karen Commet (734) 777-2782** if there are any changes to the event start or end times. Please be on time for the custodian.

If the building is left unattended, the renter will forfeit their deposit and be responsible for damages caused by unattended visitors.      **Renter Initial:** \_\_\_\_\_

*This Section for Office Use Only*

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Date Deposit Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_ By: \_\_\_\_\_

Date Rent Paid: \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_ By: \_\_\_\_\_

Refund Authorized: yes [  ] no [  ] Custodian Approval/Signature \_\_\_\_\_

Contract to Clerk for refund: (date) \_\_\_\_\_ (initials) \_\_\_\_\_

Remarks: \_\_\_\_\_