



## MARILLA TOWNSHIP HALL RENTAL

9991 Marilla Rd. Copemish, MI 49625 (231) 362-3555

### GUIDELINES AND RENTAL AGREEMENT FOR THE USE OF THE TOWNSHIP OF MARILLA HALL

#### ***Fee Schedule and Reservation Guidelines:***

- Rental of the Township of Marilla Hall must be arranged at least two weeks in advance by calling the Township Clerk. A refundable deposit of \$120.00 and a rental cost of \$100.00 per day (for township residents) or \$200.00 per day (non-township residents) is expected in advance. Rental rate is based on one day ending on or before 11:59 pm of the date reserved. If all guidelines are observed, the deposit shall be returned when the agreement expires. **NOTE:** There will be a \$25.00 charge for any returned check due to insufficient funds.
- If the Township Clerk is notified of a cancellation at least 10 days prior to the scheduled event, both the rental fee and the deposit shall be returned and the agreement terminated. If for some reason the rental agreement cannot be fulfilled or is canceled less than 10 days prior to the event date, the deposit shall be returned and the rental agreement terminated.
- The individual responsible for the rental fees and adherence to guidelines will be the contact person, herein referred to as the Renter, for the Township of Marilla Clerk to communicate with concerning this group and event. Renter must arrange with the Township Clerk to pick up the keys. Keys may be left in the drop box after the event.
- Overnight camping is prohibited on the premises. Automobiles left for more than 24 hours are subject to towing without notification.
- If Renter is utilizing a caterer service, the caterer is required to provide a copy of their catering license or a copy of a ServSafe Certificate.

#### ***Groups/Individuals using the Hall and/or grounds shall observe the following guidelines:***

- **ALL** exits must be free from obstructions at **ALL** times.
- The thermostat is automatically adjusted and must not be tampered with.
- Must use caution, do not slide when moving tables and chairs to avoid floor damage.
- Keep all furnishings away from trim work and walls to avoid damage; keep chairs off tables.
- NO thumb tacks, nails, duct tape, packaging tape or staples are to be used to decorate. Do not tape decorations to windows(it will damage the tinting). Glitter is prohibited anywhere in or outside of the Hall.
- Vacate the hall no later than midnight.
- Alcoholic beverages and/or wagering are prohibited.
- Smoking is prohibited in the Hall and should be at least 10 feet away from entrances.
- Respect the neighbors regarding behavior and noise level.

***Accomplish this Checklist EVERY TIME before vacating the Hall:***

- All food items must be removed following the use of the Hall and/or grounds.
- Wash all sinks (including bathroom), tables, countertops and appliances.
- Coffee pots shall be emptied, cleaned and **unplugged**.
- All floors and rugs shall be cleaned and swept, and all spills mopped ( with large groups and much use, floors should be mopped) and vacuumed.
- Mops, mop bucket, mop sink shall be rinsed and mops spread out for drying
- Clean glass entry doors and surrounding windows.
- Make sure all toilets are flushed and cleaned.
- Pick up any litter on the property surrounding the building and in the yard. Including but not limited to: cigarette butts, broken balloon pieces, etc.
- Use table and chair storage carts, may leave some tables and chairs out for the next group.
- Turn off all fans and lights, and close all curtains.
- Close and lock all windows and doors; shut the front door tightly and pull to test the lock. Any unsecured windows or doors may result in the loss of deposit.

**NOTE:** Any damage to walls due to violation of guidelines will result in the forfeiture of deposit.

***Guest Responsibility and Personal Property:*** Renter is responsible for any situation involving their guest and/or attendees at the event. The Township of Marilla will not assume any responsibility for damage to or loss of any personal articles or merchandise left on the premises prior to, during or following the event. **ALL** items left behind without prior arrangement will be thrown away or donated to charity.

***Legal Use:*** Renter shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of the Township of Marilla in its use, and will not permit any action on the premises in violation thereof. If there are any violations of the terms or conditions of this agreement, the Township of Marilla shall have exclusive rights to immediately terminate the rental without notice or refund, and the Township of Marilla may pursue all of the rights and remedies at law or in equity including, without limitation, the right to recover court costs, or attorney fees arising out of the Renter's said use of the property and to indemnify and hold harmless from and against any judgment based on any such claims.

***Indemnity:*** In consideration of their use of the Township of Marilla Hall facilities, building or grounds, the Renter and their guests and attendees release, discharges, indemnifies and hold harmless, the Township of Marilla, all elected and appointed officials, all employees and volunteers there of, from and against any and all loss, cost (including attorney fees), damages, expenses from any and all claims for bodily injury (including death resulting therefrom and including statutory liability under worker's compensation laws to the fullest extent provided by law), personal injury or property damage from any source whatsoever arising out of the use of, occupancy of, conduct in or about, serving or furnishing of or consumption of alcoholic beverages in or around, or rental of the premises.

Option to complete form online or submit by email by going to **marillatownshipmi.gov**

*\*Updated Aug 16, 2022*



# MARILLA TOWNSHIP HALL RENTAL AGREEMENT

9991 Marilla Rd. Copemish, MI 49625 (231) 362-3555

Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Date and Brief Summary of Event: \_\_\_\_\_

I have read, understand and agree to abide by the contract terms herein. I fully understand that I personally or our organization, if I am representing one, will be responsible for any and all damage and clean up. As the Renter, I will pay for additional costs incurred by damages and/or clean up costs that exceed the rental deposit.

If all of the terms of this contract are understood and accepted, the following is to be signed by the Renter listed above.

RENTER Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: A refund check will be mailed to the address and contact listed above AFTER the Hall has been inspected and approved. Rental agreement to be kept on file by the Township Clerk.**

*(For Office Use Only)*

Contact/ Monies received on: \_\_\_\_\_ Check #: \_\_\_\_\_ Keys: \_\_\_\_\_

Verified Condition After Rental: \_\_\_\_\_ Keys Returned: YES NO

DEPOSIT REFUND CHECK # and DATE: \_\_\_\_\_

## COVID WAIVER AGREEMENT

RENTER INFORMATION (Please print legibly):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

### COVID GUIDELINES

1. Renter's and guests agree to follow all COVID avoidance guidelines in place, at the time of rental agreement signing and usage, which are set forth by State and Governmental agencies.
2. Renter's and guests agree to hold the Township of Marilla "harmless" should any participants in Renter's event at the Hall either contract or test positive for the COVID virus.
3. Renter's and guests agree that the Township of Marilla personnel, or contracted services, has in their best effort, taken precautions to sanitize and clean rental areas to avoid contact with COVID virus and hold them harmless from such.
4. I have read, understand and agree to abide by the COVID conditions for the use of the Township of Marilla Hall facilities, grounds and buildings.
5. If all of the terms of this contract are understood and accepted, the following is to be signed by the Renter listed above.

RENTER Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Option to complete form online or submit by email by going to **marillatownshipmi.gov**

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