



Facility Rental Agreement Form

Applicant name: _____ Phone number: _____
Applicant email: _____
Applicant address: _____
Rental space requested: [] East Pavilion [] Auditorium [] Bandshell
Date & Time Block Requested: _____
Reason for rental: _____

The fees below are for a 4-hour block of time. Additional time for the auditorium is \$25 per hour and the east pavilion and bandshell is \$10 per hour. Facility rental blocks are between 8am-9pm. For outdoor facilities, rental ends at 9pm or dusk, whichever is earlier.

Auditorium fee: Allendale resident price: \$80; Non-resident price: \$160.
Deposit: A security deposit of \$50 for rental of the auditorium is required in addition to the fee. We prefer two separate checks for the fee and deposit. The deposit check will be shredded unless the renter requests it to be returned to the address below by providing the Township with a prepaid envelope. The deposit check will only be cashed if there are damages to the facility, and the renter will be notified prior to the cashing of the check.

East Pavilion and Bandshell fee: Allendale resident price: \$30; Non-resident price: \$50.

A block of time for the Township Auditorium, East Pavilion, and Bandshell will be reserved only after the cost of the rental is paid in full and the person or group renting the block signs this agreement provided by the Township. If the agreement form is submitted online or via email, the rental cannot be secured until payment is received. No time block shall be held without complete payment. Cancellation of the rental will be accepted up to 48 hours before the scheduled rental time.

After reading and agreeing to the attached rules and the Allendale Charter Township Park Rules and Regulations, please sign and return this page with payment to: Allendale Charter Township, P.O. Box 539, Allendale, MI 49401.

By signing below the applicant agrees that to the fullest extent permitted by law, we agree to defend, pay in behalf of, and hold harmless Allendale Charter Township, its elected and appointed officials, employees and volunteers and all others working on behalf of Allendale Charter Township, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Allendale Charter Township by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Allendale Charter Township, and/or in any way connected or associated with this contract.

Applicant signature: _____ Date: _____

OFFICE USE ONLY

Payment amount: _____ Form of payment: _____ Deposit check number: _____
Staff signature: _____ Date: _____

6676 Lake Michigan Dr., P.O. Box 539, Allendale, MI 49401

Auditorium Rules and Regulations

By signing the agreement, the renter agrees to the following rules and the Ordinance No. 1997-6, Amended with Ordinances 1997-6, 2000-13, 2008-16, 2012-5 and 2014-8, and agrees to share this information with those attending the group event.

- (1) Township activities, such as, but not limited to: Board meetings, elections, etc. take precedence over any regular rental group.
- (2) The renter accepts the premises in its present condition and must return it in like or better condition. The premises must be clean and all refuse shall be placed in garbage bags provided and disposed of in the dumpster located near the maintenance garage. The renter is responsible for set-up and takedown of chairs, tables, etc., and clean-up of the kitchen if used. All Township property must be returned to the designated storage spaces. Only the auditorium, the coat rack, and the restrooms in the lobby may be used. No red beverage will be served on the premises, and the renter is responsible for providing all coffee supplies and making of coffee.
- (3) No personal property will be allowed on the premises other than during the rental period. The renter will not allow any member of its group to enter the podium/board area at the south end of the auditorium room. The renter will not use any of the sound/video equipment or allow any member of its group to tamper with the sound/video equipment control panel. The renter will not use displays, decorations or additional furniture that will be destructive to the premises. All lights must be turned off when leaving, and the renter must vacate the premises at the schedule time.
- (4) No gambling will take place on the premises. Smoking or tobacco use is not permitted inside Township facilities or within 25 feet of doors of the property. No alcohol may be consumed in or on to the premises with the exception of Section 10 of Ordinance No. 1997-6. The renter may not assign, transfer, sublet or charge a fee to others for the use of the rental property. The Township will be reimbursed for any damages to the premises, building and/or equipment.

East Pavilion and Bandshell Rules and Regulations

The following rules are a summary of posted park rules and Ordinance No. 1997-6, Amended with Ordinances 1997-6, 2000-13, 2008-16, 2012-5 and 2014-8, rather than the complete ordinance and should not be interpreted as a complete ordinance. If you would like to view the complete ordinance, a copy is available on our website or in the Township hall.

- (1) The hours of operation shall be between dawn and dusk; no deviations or use of lighting is permitted unless approved by the Township Supervisor.
- (2) No person may deface or disturb any tree, sapling, seedling, bush, flower, or the sod. No person may deface or destroy any monument, marker, building, sign, equipment, or other structure. No person may hunt, trap, catch, wound, kill, or treat cruelly any bird or animal. No person may distribute or place upon Township property any sign, banner, advertisement, circulate, etc., unless specifically approved in writing in advance by a Township official.
- (3) No person may consume alcoholic beverages on the premises with the exception of Section 10 of Ordinance No. 1997-6.
- (4) No person may bring into the Township park, or have in his/her possession, any type of fireworks, with the exception of Section 4. E. of Ordinance No. 1997-6.
- (5) While open fires are prohibited, the charcoal grills may be used. All fires within the grills must be completely extinguished upon leaving. All waste must be placed in refuse containers. Rental groups are responsible for cleaning up their waste. Please bring garbage bags and dispose of them in the dumpster area behind the wood fence north of the maintenance building.
- (6) No person may engage in indecent or obscene conduct. No person may sunbathe or swim in the nude. No person may make unreasonable or excessive noise or create a disturbance. No person may play any kind of sound producing device in a manner which is unreasonably loud, raucous, or a nuisance to others within the area of audibility. No person may urinate or defecate except in a restroom facility provided for that purpose. No person may be intoxicated or under the influence of a controlled substance. No person may commit an assault upon another. No person may disobey any authorized sign. No person may conduct gambling, except as permitted by State law.
- (7) Working leader and service dogs are permitted in all areas. The pet owner is responsible for immediate removal of any fecal matter deposited by his or her animal. In areas where animals are permitted, animals must be kept on a leash no greater than six feet in length. Animals found not in the possession of or under the control of their owner may be removed. All vehicles must operate on roadways or parking lots. Motorized bikes, snowmobiles, ATVs and similar vehicles are prohibited. The speed limit is 10mph through the park.