



Facility Rental Agreement Form

Applicant name: _____ Phone number: _____
Applicant address: _____

Rental space requested: East Pavilion Auditorium

Date & Time Block Requested: _____

Both the Auditorium and East Pavilion fees below are for a 4-hour block of time. Additional time for the auditorium is \$20 per hour and the east pavilion is \$10 per hour.

Auditorium fee: Allendale resident price: \$80; Non-resident price: \$100.

Deposit: A security deposit of \$50 for rental of the auditorium is required. 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 fee: Allendale resident price: \$30; Non-resident price: \$50.

A block of time for the Township Auditorium and East Pavilion will be reserved only after the cost of the rental is paid in full and the person renting the block signs this agreement provided by the Township. 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

Verification of residency: _____ Payment amount: _____

Form of payment: _____ Deposit check number: _____

Staff signature: _____ Date: _____

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.

Auditorium Clean-up

Thank you for renting the Allendale Charter Township Auditorium. We hope you consider renting our facilities in the future. Prior to leaving the building, please ensure that the following checklist has been completed. We have included a deposit check reminder and phone numbers for your convenience.

Checklist:

- Clean the kitchen if used.
- Vacuum the carpet.
- Place all refuse in garbage bags.
- Dispose of garbage bags in the dumpsters near the maintenance building.
- Take-down all chairs and tables and place them back into their designated storage space.
- All personal belongings including leftover food, decorations, etc. are removed from the premises.
- Turn off all lights in the auditorium and lobby.
- Ensure that the front door is closed upon exiting the building.

Reminder:

In the event that the agreement is broken, we will notify you prior to cashing your deposit check. If you do not hear from us regarding your deposit check, that means that the policy was not broken and your deposit check will be shredded unless you instructed us otherwise.

Phone numbers:

If you have an emergency, please call 9-1-1.

If you have a Township facility need in relation to renting the auditorium outside of Township office hours, please call Larry Haveman, our Facilities Director at 616-262-3791.

If you have any other questions, please call the Township at 616-895-6295 ext. 1110.

Thank you again for renting the Allendale Charter Township Auditorium.