

**West Branch Township Hall Lease Agreement
Residents and Non-Residents**

This agreement, made this _____ day of _____, 20____ BY AND BETWEEN West Branch Township, a political subdivision of Marquette County, Michigan and _____, hereinafter known as the lessee, the building located at 1016 County Road North, in Skandia Michigan, known as West Branch Township Hall in the following terms.

1. RENTAL PERIOD: Beginning _____, 20__ at _____ and ending _____, 20__ at _____.
2. SECURITY DEPOSIT: A security deposit shall be paid upon booking. The lessee has paid \$50.00 (for West Branch Township residents) or \$100.00 (for non-residents) which shall be returned to the lessee upon receipt of the building key to the West Branch Township Office, provided the building was cleaned properly and no unreasonable damage has occurred. Deposit will be refunded for a cancellation occurring no less than 72 hours before booked date. The building key must be left on the counter in front of the office or deposit will be forfeited. If your deposit return has been approved you will receive a check from the Township within 30 days after the hall has been used.
3. AMOUNT OF RENTAL AND PROOF OF INSURANCE (Proof of insurance is only necessary when alcohol will be distributed on the premises): The lessee shall provide West Branch Township with proof of insurance (to be allowed alcohol on the premises), pay the established amount of rental (\$50.00 for West Branch Township residents, \$100.00 for non-residents), and sign this agreement before a key to the hall will be released.

AMOUNT OF RENTAL PAID \$ _____
INSURANCE COMPANY _____
POLICY NUMBER _____

4. REASONABLE CARE: The leased premises and associated personal property shall be returned to West Branch Township in as good condition as when taken by the lessee.
5. The lessee shall not allow any illegal or hazardous activity to occur at the West Branch Township Hall while they are using it.
- 6. THE LESSEE AGREES TO SO CONDUCT ITS ACTIVITIES UPON THE PREMISES SO AS NOT TO ENDANGER ANY PERSON LAWFULLY THEREON AND TO INDEMNIFY AND SAVE HARMLESS THE LESSOR AGAINST ANY AND ALL CLAIMS FOR INJURY TO PERSON OR PROPERTY (INCLUDING CLAIMS OF EMPLOYEES OF THE LESSEE OR CONTRATOR, SUBCONTRACTOR OR INVITEE) ARISING OUT OF THE ACTIVITIES CONTRACTED BY THE LESSEE, ITS AGENTS, MEMBERS, GUESTS OR INVITEE.**
7. Changes to **ANY** part of this contract including dates, insurance information, etc. must be done in person. This may not be done by phone as any changes will require a new contract and signature. Date changes will **NOT** be made to the hall rental scheduling calendar until a new contract is signed.

NAME: _____

Township Representative:

ADDRESS: _____

Cleaning Deposit: _____

PHONE NUMBER: _____

Key#: _____ Returned: _____

SIGNATURE: _____

Return Requested: _____

WEST BRANCH TOWNSHIP

HALL USE AND CLEAN-UP

Name: _____

Date of Use: _____

Please Note:

After the hall has been inspected for cleanliness and keys have been returned a request will be submitted for the return of your cleaning deposit. The board **MUST** approve the return of the deposit. This will happen at the board meeting following your event and it may be a few weeks before you receive your refund. Board meetings are the Tuesday before the third Wednesday of the month.

Absolutely no entry is permitted to the basement. It is locked and off limits.

To return the key: please put it in the black lock box in the main entrance to the left of the door.

Please **DO NOT** lock the main entrance door. This door is to remain open always. All other doors and windows **MUST** be locked before you leave.

Nails, push-pins, thumb tacks, or anything that makes a hole in the walls, or any surface absolutely may not be used for any event at any time.

The following is a list of expected cleaning done to receive the refundable cleaning deposit:

- ✓ Sweep floors after event
- ✓ Mop spills
- ✓ Clean out mop bucket well, leave to dry
- ✓ Remove all decorations, including tape
- ✓ Make sure all toilets are flushed, waste baskets are emptied, and lights and fans are off
- ✓ Return **ALL** tables and chairs to their proper storage places
- ✓ Make sure windows and doors are locked with the exception of the main entrance door
- ✓ Make sure lights, stove, oven, coffee pots, etc. are turned off and small appliances are unplugged
- ✓ Leave all cleaning towels on the kitchen counter. We will clean them
- ✓ Return all outside picnic tables and trash receptacles to their proper place
- ✓ **DO NOT** alter the sign in the front of the building for any reason; any alteration of the sign or any missing
- ✓ Empty all waste baskets, including bathrooms and outside trash bins
- ✓ Remove **ALL** trash from entire premises to include parking lot, playground and pavilion and **take it with you**. We **DO NOT** remove the trash for you. If there is any trash left behind you will forfeit your cleaning deposit in full.
- ✓ Winter only: please turn down the heat to 60 degrees
- ✓ Make sure snow shovels (2) are at front entrance with the salt.

Please note: failure to complete this check list will result in the forfeiture of your deposit.

Please sign to acknowledge that you have received a copy of this list and understand your responsibilities. Thank you.

SIGN: _____

DATE: _____