



**TITTABAWASSEE TOWNSHIP**  
**MEMORIAL PARK BUILDING**  
**RENTAL AGREEMENT**



Today's Date \_\_\_\_\_ Phone ( ) - \_\_\_\_\_ E-Mail \_\_\_\_\_

Person/Organization Applying: \_\_\_\_\_

Address: \_\_\_\_\_  
Street city zip code

Purpose of Rental: \_\_\_\_\_

Date to be used: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Deposit: \$ 200.00 Rental: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

*A reservation/damage deposit of \$200.00 and the rental fee must be paid at the time of reservation. Please make the check or money order payable to: **Tittabawassee Township**. Return one (1) signed copy of this form to the Township Office or mail to: Tittabawassee Township Office, P.O. Box 158, Freeland, Michigan, 48623. Return of deposits may take 1-3 weeks.*

*The rental rate for use of the Memorial Park Building is \$300.00 for Tittabawassee Township residents and \$500.00 for non-residents. This rate is subject to change and is for the date indicated above only. Maximum occupancy is 80. Forms must be signed by the applicant only and any payment deemed refundable will be mailed to the applicant.*

*The custodian, Kayla, can be reached at (989)280-4629.*

**THE RENTER AGREES:**

1. **That the rental date is the only date the building is to be entered upon by the renter or guests. Entering the building on any other date will result in the loss of your deposit and an additional day's rental charge. Rental begins at 8 A.M. on the rental date; entering the building before 8a.m. will result in the loss of your deposit and an extra day rental charge.**
2. To pay a \$200.00 reservation/damage deposit at the time of signing this agreement which may be applied by the Township toward any cancellation fee due, any extra cleaning needed, or damage to park building property caused by the renter or his/her guests.
3. To pay a cancellation fee of \$200.00 if cancellation occurs within 30 days of the rental date.
4. To review building rules that are posted in the kitchen area upon arrival.
5. To not drag anything (coolers, boxes, tables, etc.) across unprotected floors as this may lead to scratches in the flooring. Reference number 8.

6. Not to bring or consume alcoholic beverages on the premises and to maintain the building as a smoke free environment.
7. Not to permit gambling on the premises.
8. To reimburse Tittabawassee Township for any damages to the premises, building and equipment occurring during the renter's use of the property.
9. To accept the premises in its present condition and return it in the same condition. A vacuum cleaner is provided. Vacuuming/Mopping **all floors** is required before you leave.
10. To vacate the premises of all persons and personal property including all food and materials no later than **10:00 P.M. Please do not leave business materials or food for monthly meeting in the building. Maintenance may/will dispose of them.**
11. To not tape, staple, tack or attach decorations in any way to the walls, ceilings, windows or fixtures, and to *only* attach decorations to the tables, and to remove *all* decorations. **NO CONFETTI OR GLITTER.**
12. To pick up all debris, inside and outside, bag the trash and place in the garbage cans outside the kitchen door. If cans are full, dispose the trash into the dumpster located on the west side of the parking lot. *All garbage must be placed into one of the available containers.*
13. To lock all doors and windows, turn out lights, to take all tables down and stack in maintenance room. Building has 10 5ft round tables and 12 8ft rectangular tables.
14. To stack chairs along the wall in the maintenance room.
15. To remove and properly dispose of any signs or balloons that were placed near the road.
16. To complete and sign the post rental checklist that was received when picking up the key.
17. To indemnify and hold harmless, to the fullest extent permitted by law, Tittabawassee Township, its elected and appointed officials, its employees and volunteers, from liability for personal injury to, or loss or damage of personal property of, the renter(s) and all in attendance.
18. To not hold Tittabawassee Township responsible for failure of equipment, heating/cooling systems, kitchen appliances or utensils.
19. **WHEN THE AIR CONDITIONER IS IN USE - ALL DOORS MUST BE KEPT CLOSED.**
20. **Return keys to the Township office within 24 hours (Drop box is available at the northeast corner of the building). Renter must pick up key from the Township Office during regular office hours.**

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Township Signature: \_\_\_\_\_ Date: \_\_\_\_\_