



APPLICATION INFORMATION

Contact Name: _____ Cell #: _____

Community Group: _____ Phone #: _____

Email Address: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

RENTAL INFORMATION

Reservation Date: _____ Event Start Time: _____ Event End Time: _____
[Days/Times available: Monday thru Friday, 5 PM – 8 PM (time includes set-up/clean-up)]

Type of event/activity: _____

Number of People Expected: _____

CONFERENCE ROOMS		VBT Resident	Non-Resident
<input type="checkbox"/>	Denton Room (ROOM CAPACITY: 32 PPL)	\$25	\$30
<input type="checkbox"/>	Sheldon Room (ROOM CAPACITY: 54 PPL)	\$25	\$50
<input type="checkbox"/>	Otisville Room (ROOM CAPACITY: 48 PPL)	\$25	\$50
<input type="checkbox"/>	Otisville & Sheldon Rooms (combined) (ROOM CAPACITY: 102 PPL)	\$50	\$100

Room Set-up Style (Sheldon & Otisville Rooms only) (CHECK APPROPRIATE CONFIGURATION BELOW)

<input type="checkbox"/> Classroom	<input type="checkbox"/> Conference	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Theater

Other style: _____

Equipment Requests: Tables: 60-inch (5-ft) Round (qty) _____, 6-ft Rectangular (qty) _____,
 Chairs (qty) _____, Podium: Yes No

WAIVER AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, _____ (**NAME OF RENTER**) agrees to defend, pay on behalf of, indemnify, and hold harmless the Township of Van Buren (VBT), its elected and appointed officials, employees and volunteers and others working on behalf of VBT and the Township of Van Buren against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from the Township of Van Buren, its elected officials, employees, volunteers or others working on behalf of the Township of Van Buren, by reason of personal injury or death and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with this rental.

I also understand that the Township of Van Buren, its employees, agents or volunteers will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Township of Van Buren for any and all loss incurred by it in repairing or replacing damage to the VBT property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules, and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental on VBT property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform the VBT in writing at least 14 days prior to the event to reschedule. I also acknowledge within a minimum of 14-calendar day notice, you are given the option to reschedule your event for another date (if the date is available). Once a reservation is completed, **NO REFUNDS ALLOWED.**

Renter Signature: _____ **Date:** _____

Complete and return (with valid ID) to:
Van Buren Twp. - VBC / 46425 Tyler Rd. / Van Buren Twp., MI 48111
P: (734) 699-8921 / Email: VBCInfo@vanburen-mi.org

FOR OFFICE USE ONLY:

RENTAL REUEST: **APPROVED** / **DENIED**

[TOWNSHIP REPRESENTATIVE]

DATE

ROOM RENTAL – GENERAL RULES & RESPONSIBILITIES

A VBT staff member is available at all times during your scheduled reservation and reserves the right to enter a rental room at any time during an event. It is their responsibility to open and close the facility and ensure that Township policies and procedures are followed by the renter. If an emergency occurs, you must report it immediately to the staff member present.

Scheduling/Cancellations:

- Rental reservations are not confirmed until VBT has received the signed Room Rental Reservation Request form, Room Rental Use Guidelines form, and applicable rental.
- Once a reservation is confirmed and booked, **NO REFUNDS** allowed.
- Rental fees will be refunded if VBT must cancel the rental due to inclement weather conditions or for other reasons related to the facility's ability to host the rental.

Set-up and Clean-up

- Renter is responsible for the set-up and clean-up of their event/activity, which shall be performed during the approved rental period.
- The facility must be left in the same condition as it was upon arrival.
- Clean-up shall include, but not be limited to: removal of all water bottles, decorations, displays, equipment, or other materials brought in.
- Report special clean-up needs or spills to staff immediately.

Responsibility for Damage(s)

- Renter is responsible for damages to the building, its contents, and grounds due to negligence of the group and/or anyone associated with this reservation.
- Damage fees determined by the Van Buren Township are the responsibility of the Renter.

Youth Supervision

- Children must be supervised at all times; including all areas of the building and outside grounds.
- Children may not be left alone in any area of the facility or outside grounds.
- An adult (18 years or older) must accompany all minors.

Prohibited Items

- Any and all alcohol is prohibited.
- Guns, smoking, and e-cigarettes are not permitted in the facility.
- Decorations of any kind are not allowed to be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
- All outside vendors (ie, balloon artist) must be approved by VBT during the registration process.
- **NO FOOD ALLOWED.** Bottled water is permitted.
- Facilities are not available for commercial gain. Any on-site sales must have pre-approval.

Reminders

- Arrive and depart at the approved times.
- No refrigeration or ice available.

I have read & understand the above guidelines. **Signature:** _____ **Date:** _____