

*****PLEASE READ HALL POLICY CAREFULLY AND COMPLETELY BEFORE SIGNING*****

****Rental of the Township Hall is for Pokagon Township residents ONLY.****

THE RENTER AGREES:

1. Not to bring or consume alcoholic beverages or allow smoking on the Township premises. (per MCL 436.1913)
2. Not to use tape, glue, tacks, nails, or staples on the walls or ceiling.
3. To clean the premises and place all refuse in dumpster outside. Brooms and mops are located in the utility room.
4. To accept the premises in its present condition and return it in a like condition.
5. Please fold tables and chairs after use and place in the proper caddy. **DO NOT DRAG CHAIRS OR TABLES ACROSS FLOOR.**
6. To reimburse Pokagon Township for any damages to the equipment, premises, and building (in or around building).
7. To vacate the premises at the scheduled time. **Please make sure all 3 doors are shut and locked upon vacating the premises.**
8. No personal property shall be on the premises other than during the rental period.
9. Not to drive or park on unpaved surface.
10. The Township is not responsible for lost or stolen articles.
11. No pets/animals are allowed in the building.
12. Not to prop open or block open the doors.
13. Not to open windows.
14. Thermostats are not to be changed.
15. Special arrangements must be made to pick up key.
16. All rental dates are secured by full payment on a first come basis – *cash or check, no credit card service is available*. **Your rental date is not secure until payment in full has been received.** No rain checks or refunds will be given due to bad weather or late cancellations.
17. Pokagon Township reserves the right to deny / approve a facility rental to any person or organization for any reason at any time. Scheduled rentals may be cancelled by Township staff due to unforeseen circumstances, or official Township business, in which case a full refund will be granted.
18. Any matters not covered by said rules in this Agreement shall be at the discretion of Pokagon Township Board.
19. Failure to comply with the above conditions will result in forfeiture of your deposit. You may also forfeit your right to rent the hall in the future.
20. To indemnify and hold harmless the Township of Pokagon against any and all liability to persons or property brought within the hall or upon the property of the Township.

Your signature indicates that you have read the Pokagon Township Hall Agreement and agree to abide by the terms and conditions.

Signature: _____ Date: _____