



# WILLIAMSTOWN TOWNSHIP

4990 ZIMMER ROAD  
WILLIAMSTON, MI 48895  
PHONE: 517.655.3193 FAX: 517.655.3971

## TOWNSHIP HALL RENTAL AGREEMENT

I, \_\_\_\_\_ (hereinafter referred to as "Renter"), enter into this agreement  
(Name of Williamstown Township Property Owner)  
with Williamstown Township to rent Williamstown Township Hall on \_\_\_\_\_, from  
(Date)  
\_\_\_\_\_ to \_\_\_\_\_, for \_\_\_\_\_, under the following terms and conditions.  
(Begin time) (End time) (Name of Activity)

- Rental Fee and Deposit** - Renter agrees to pay rental fee in the amount of \$ \_\_\_\_\_ for the use of Williamstown Township Hall \_\_\_\_\_ room(s) (see below) pursuant to the terms set forth below. Renter further agrees to pay a **deposit equivalent to rental fee** in the amount of \$ \_\_\_\_\_ to secure a reservation for the date and time stated above. Rental fee is due at the time of key pickup by 3:00 pm on the Thursday prior to the event. Rental **deposit** will be refunded, if no damages occur and all rules and regulations are abided by, after Board approval at the first Township Board meeting of the month following rental date.

**Personal Use:**

Up to 125 Attendees

Over 125 Attendees

**Tiled Room**

\$100 deposit / \$100 rent

\$150 deposit / \$150 rent

**Business Use:**

\$150 deposit / \$150 rent

**Pavilion:** NO DEPOSIT OR RENTAL FEE REQUIRED – RESERVATION ONLY (May not be reserved on Township garage sale dates – second Saturday of the month April – October.)

- Cancellation** - Renter may cancel this Agreement under the following terms and conditions:
  - Any request to cancel this Agreement shall be made **in writing by original signatory** to Williamstown Township.
  - Williamstown Township shall give a full refund of the deposit/rental fee received if a written cancellation request is received by Williamstown Township **at least one month prior** to the rental date stated above.
  - Williamstown Township shall give a partial refund of 50 percent of the deposit/rental fee received if the renter provides written notice of cancellation ten (10) days prior to the rental date stated above.
  - Williamstown Township will not be obligated to provide a refund of any portion of the rental fee or deposit if Williamstown Township does not receive written notice of cancellation from the renter ten (10) days prior to the rental date stated above.
  - With written request, the last date to CHANGE rental date with no additional charges is ten (10) days prior to the rental date stated above.
- Rules and Regulations** - Renter agrees to the following rules and regulations:
  - Renter must be a property owner within Williamstown Township and must be present during the day of rental.
  - Alcoholic beverages are **NOT** allowed in Williamstown Township Hall or on Township property.
  - Smoking is prohibited inside the building, within 30 feet of all entrances to building, and all outdoor eating areas.
  - Children must be supervised at all times.
  - All tables and chairs must be returned to racks clean, free from any tape, gum, or other materials, and properly stacked.
  - Renter must **remove all trash** from Williamstown Township Hall. Renter may use the dumpster on the premises for trash disposal.
  - Renter shall ensure bathrooms are clean.

- H. Renter must clean the kitchen area (including the stove and oven), and must ensure that the **stove and oven are turned off**.
  - I. Williamstown Township does **NOT** provide any consumable products, including but not limited to **paper towels, table coverings, trash bags, and cleaning supplies**. Renter must provide replacement bags in containers upon removing trash.
  - J. Renter must **sweep and mop** floors, including foyer and bathroom areas.
  - K. Renter must **turn off all lights**, make sure all **doors are locked**, and ensure that the **heat or air conditioning is properly adjusted** upon leaving Williamstown Township Hall.
  - L. The emergency door shall **NOT** be used unless there is an emergency. The Renter, however, agrees to ensure that the emergency door is locked when Renter leaves the premises.
  - M. Use of outdoor grills must be on the parking lot and any grease or residue from the grill must be cleaned from parking surface. Grills may not be used on the sidewalks.
4. **Damages** - Pursuant to the rules and regulations set forth above, Renter further agrees to the following:
- A. Renter shall leave Williamstown Township Hall in the same condition as existed when Renter took possession.
  - B. Renter agrees to reimburse Williamstown Township for the cost of all damages over and above their deposit to Williamstown Township Hall.
  - C. Any excess cleaning costs incurred to Williamstown Township as a result of Renter's use of the Williamstown Township Hall will be deducted from the deposit. Renter agrees that Williamstown Township shall determine the cost of any such damages or excess cleaning, and Renter agrees to be bound by Williamstown Township's determination. In the event that the deposit is not sufficient to pay for such costs as determined by Williamstown Township, Williamstown Township will bill Renter for the unpaid balance, and Renter agrees to pay the unpaid balance within 14 days of receipt of the bill.
5. **Prohibited Activities** - Renter is prohibited from using Williamstown Township Hall for commercial activities. Renter is further prohibited from engaging in any activities that violate any zoning ordinance or local, state, or federal law or regulation. **Exception: Yoga instruction two hours per week in accordance with contract.**
6. **Indemnification** - The Renter agrees to conduct Renter's activities upon the premises so as not to endanger any person lawfully thereon, and to indemnify and save harmless the Township of Williamstown from and against any and all claims, actions, damages, liability, demand, expenses, and/or attorney fees for loss of life, personal injury, and/or damage to property (including claims of employees of the Renter or contractor, sub-contractor, invitee, or licensee) arising from and/or out of the occupancy and/or use of the rented premises or any part thereof by the Renter, or any other part of the Township of Williamstown property occasioned entirely, or in any part, by any act or omission of the Renter, the Renter's agents, contractors, sub-contractors, and/or employees.
7. **Unlawful, Improper, or Offensive Use** - The Renter shall not make nor allow to be made by any persons, the unlawful, improper, and/or offensive use of the rented premises.
8. **No Sub-Lease** - The Renter will not assign, transfer, convey, and/or sublet this rental agreement of said premises or any part thereof without the specific written consent of the Township of Williamstown.
9. **Nuisance** - The Renter should be responsible for, and should pay all damages and charges sustained by the Township of Williamstown or any other person/persons for any nuisance made or suffered during the term of the use of the premises, sidewalks, parking areas or ways boarding thereon and resulting from the activities of the Renter, employees, contractors, sub-contractors, invitees, and/or licensees.
10. **Mandatory Meeting** - The Renter agrees to attend a mandatory 10-15 minute meeting to review Rental Agreement with the Hall Rental Coordinator. This will be done at the time of key pick-up for scheduled event/activity. Any questions or concerns regarding use of the facility or rules and regulations should be clarified at this time, as nonconformance will result in partial or total forfeiture of deposit.
11. **Other Provisions and/or Conditions** - Williamstown Township will not be liable for any damages, injuries, or losses resulting from the use of accessory items brought onto Township property by the Renter or anyone acting on the Renter's

behalf; this includes, but is not limited to, blow up jumpers. The Renter will assume all responsibility and liability for these items through their personal homeowner's insurance.

12. **Acknowledgment** - Renter acknowledges that this rental agreement has been read in its entirety and Renter understands and agrees to the provisions and conditions set forth herein.

Printed name of Property Owner /Resident\_\_\_\_\_

Signature of Property Owner /Resident\_\_\_\_\_

Parcel ID number \_\_\_\_\_

Property / Home address\_\_\_\_\_

Email address\_\_\_\_\_

Phone number\_\_\_\_\_ Alternate phone\_\_\_\_\_

Date of agreement\_\_\_\_\_ Driver License #\_\_\_\_\_

\_\_\_\_\_  
Deposit Fee Paid (Date, Amount and Check #)

\_\_\_\_\_  
Rental Fee Paid (Date, Amount and Check #)

Paid By (signature)\_\_\_\_\_

Paid By (signature)\_\_\_\_\_

Print Name:

Print Name:

***This Agreement shall not be valid unless approved by a member of the Williamstown Township Board***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by (Township Official)

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# RENTAL REPORT

DATE: \_\_\_\_\_

PERSON(S) INSPECTING: \_\_\_\_\_

DESCRIPTION OF VIOLATION(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF DAMAGE(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME COMMITMENT: \_\_\_\_\_

ESTIMATED COST OF DAMAGES: \_\_\_\_\_

**OFFICIAL USE ONLY**

\$ \_\_\_\_\_  
Amount Applied to Damages

\$ \_\_\_\_\_  
Amount Refunded

\_\_\_\_\_  
Date of Refund