



GAINES CHARTER TOWNSHIP  
8555 Kalamazoo Ave., SE  
Caledonia, MI 49316

COMMUNITY ROOM RENTAL AGREEMENT

---

*(If completing by hand, please print)*

This Agreement made between Gaines Charter Township, hereinafter referred to as “**OWNER**” and, \_\_\_\_\_ hereinafter referred to as “**RENTER**”.

This agreement includes and incorporates the conditions of the Rental Agreement, the Rental Rules and Regulations, and all applicable Gaines Charter Township codes, and State and Federal Laws.

The Renter agrees to pay \$250 for the rental of the Community Room located in the lower-level portion of the Gaines Charter Township Hall. The Renter agrees to pay a \$100 security deposit for use of the room only *(no audio/visual equipment)*, or a \$250 security deposit for use of the room and the audio/visual equipment.

No- Audio/Visual Equipment       Yes-Audio/Visual Equipment

Security Deposit: \$\_\_\_\_\_

The Security Deposit is refundable, subject to the terms of this agreement. The room will be thoroughly inspected (by Township staff) after use. If cleaning does not meet requirements and/or there is damage, Renter will forfeit all or a portion of the security deposit. **Renter must complete and sign the Community Room Checkout List to be eligible for a refund of their security deposit.**

Rental Conditions:

1. Rental of the community room includes the use of the kitchen facilities, and audio/visual equipment (requires additional security deposit). Room rental rate: \$250 for 6 hours + applicable fees and Security Deposit. Additional hours available at a rate of \$40/hr.
2. The community room is available for use Monday – Saturday between the hours of 8am – 10pm. There will be no Sunday, or holiday rentals. Please visit the Township website to check availability:

[Community Room Calendar](#)

3. As detailed above, the Renter agrees to pay \$250 for the rental of the Community Room and to pay the applicable security deposit. The room will be thoroughly inspected (by Township staff) after use. If cleaning does not meet requirements and/or there is damage, Renter will forfeit all or a portion of the security deposit. **Renter must complete the Community Room Checkout List to be eligible for a refund of their security deposit.**

---

*(To be completed by Renter, please print)*

Rental Date: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Address Of Renter: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

---

*(To be completed by Renter and Owner, please print)*

**MY SIGNATURE VERIFIES THAT I HAVE FULLY READ THIS RENTAL AGREEMENT AS WELL AS THE CONDITIONS OF RENTAL AGREEMENT, AND THE COMMUNITY ROOM RULES AND REGULATIONS. I AGREE TO AND DO ACCEPT FULL RESPONSIBILITY TO ABIDE BY THESE CONDITIONS AS WELL AS ALL OTHER APPLICABLE LAWS AND REGULATIONS.**

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## **Conditions of Rental Agreement:**

- A. A walk through with staff is required. An entry code (for keyless entry) must be obtained no more than two (2) days prior to the event date. You will not receive an entry code until the walk through is completed. Please contact OWNER (616-698-6640) to schedule the walk through, at least 24 hour before your event.
- B. Permission and scheduling for the use of the Community Room and the use of any Owner equipment shall be issued through the Township Manager's Office.
- C. A written agreement for the use of the Community Room shall be granted only upon written request (email is acceptable).

### **THE PASS CODE SHALL NEVER BE TRANSFERRED TO ANY OTHER PARTY FOR ANY REASON.**

- D. Rental and use by Renter extends to the Community Room, kitchen area, and lower-level restrooms, only. It is the responsibility of the Renter to ensure the remainder of the Owner's building is not entered or abused. As permission is issued for use of the facilities for the Community Room, all persons must leave the Owner's premises at the conclusion of the activity.
- E. Permission for the use of the facilities may be revoked when there has been violations(s) of any of these conditions or any other regulations.
- F. All Renters will be billed and/or charged for any additional costs associated with unreasonable wear or breakage to Owner's property, and/or custodial costs required due to leaving the facility in an unclean or damaged condition.
- G. Organizations and Renters using the Community Room must be supervised by an adequate number of adult sponsors to assure proper care and use of Owner's property.
- H. **SMOKING IS NOT ALLOWED IN ANY PART OF THE TOWNSHIP HALL.**
- I. The cancellation of an event and/or a request for a refund must be submitted in writing to the Township Manager. A determination will be made at his sole discretion.
- J. If legal action is brought involving this rental agreement, the prevailing party shall be awarded reasonable attorney's fees.
- K. Under no circumstances shall any Renter place nails, tacks, holes, duct tape or any other form of attachment to the walls, ceiling, or other surfaces of the building. Bulletin boards have been supplied for that purpose. No wax, sand and or salt on floor.
- L. **No glitter or small confetti may be used in decorations or activities in the Community Room.** Failure to comply will result in the loss of the deposit and additional charges for damage may apply.
- M. The Community Room may only be used by the party signing this Rental Agreement. The Community Room may not be sublet or assigned to another party without the permission of the Owners. In no event may the Renter derive any profit from subletting or assigning this agreement, should permission be granted by the Owner.

**COMPLETE** RULES AND REGULATIONS MAY BE FOUND IN THE DOCUMENT TITLED  
**"COMMUNITY ROOM USE RULES AND REGULATIONS"**