

Melrose Township Hall

04289 M-75 North

P.O. Box 189

Walloon Lake, MI 49796

231-535-2310

Main Hall Rental Fee is \$50.00 and includes Kitchen Use

Security Deposit is \$100.00

Facilities are available for use by residents & property owners in Melrose Township.

Use of the Township Hall Policy and Procedures

1. To reserve use of the meeting room you should make a written request to the Township Clerk five or more days in advance. Mail this form to P.O. Box 189, Walloon Lake, MI 49796 or use drop box in Hall lobby.
2. The Township must approve a scheduled time slot which does not interfere with other already approved functions. If the Board suddenly needs the meeting room, your approved time will be canceled and you will be offered a choice of other available times.
3. The person requesting the use of the Township Hall will be required to sign a copy of the Policy for "Use of the Township Hall Form" prior to rental.
4. If a group, who has been given permission to use the hall on a monthly basis, at a scheduled day and time, is not going to use their time slot, they should contact the Clerk to cancel the event. Failure to cancel more than 48 hours in advance of scheduled date will result in use fee due.
5. Annual use of the facilities requires the forms to be completed with requested dates each year. The Clerk will accept reservations up to 15 months in advance.
6. NO SMOKING is allowed in the building. This is a public building and subject to the laws of Michigan.
7. NO ALCHOLIC beverages are to be sold, served or consumed on the Township property.
8. Clean up is required. The building must be left in the same condition (or better) as it was found. Please leave garbage in garbage bin in kitchen.
9. The Hall may be decorated with table top decorations only. No tape or thumb tacks may be used.
10. There is a vacuum in the closet off the main room.
11. No animals are allowed in the Township Hall, except animals to assist the handicapped.
12. The Township property cannot be used to conduct business for profit (for example-retail sales, services etc.)
13. A security deposit and fee for the utilities and maintenance will be due at the time the reservation is confirmed. The deposit will be returned after inspection by the Clerk or township employee confirms Hall is properly cleaned and not damaged.
14. Make checks payable to : **Melrose Township**

INDEMNIFICATION AGREEMENT:

The _____(renter) agrees to defend, indemnify and hold harmless the Melrose Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Melrose Township by reason of any damage to property, personal injury or bodily injury, including death, arises out of or is incident to or in any way connected with the performance o this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the _____(renter), or by third parties, or by the agents, servants, employees or factors of any of them.

Facilities are available for use from 8:00 a.m. – 10:00 p.m.

The main hall has capacity up to 125 people.

Activity: _____

Date: _____

Time of Event: _____

How many in the group _____

Set-up required _____

Name of Group _____

Authorized Person (Print) _____

Address: _____

Phone: _____

Alternate Contact Phone: _____

I have read, understand and accept the above Terms and Policy for the Use of the Township Hall.

Signature: _____ Date: _____

Driver License Number: _____

For Office Use:	
Date Received: _____	Processed By: _____
Method of Payment: Cash _____	Check # _____ Amount \$ _____
Deposit Returned On: _____	Depositor's Check Returned: Y or N
Refund Check Issued: Y or N	If yes, Check #: _____