



AURELIUS TOWNSHIP

Ingham County

1939 S. Aurelius Road • Mason, Michigan 48854-9729

(517) 628-2093 • Fax (517) 628-3989

Website: www.aureliustwp.org

TOWNSHIP HALL RENTAL AGREEMENT

RENTER MAY SET UP THE MORNING OF HIS/HER RENTAL DATE - \$100/Per day

Please bring \$100 Refundable Security Deposit when you pick up your key

RENTER IS RESPONSIBLE FOR THE BUILDING KEY, the key is not to be turned over to any other person.

1. Renter must be a resident of the Township and must be present at all times during the rental period.
2. **NO SMOKING** - Smoking is prohibited in the building and 50' from the entrance to the building.
3. **NO ALCOHOL** - Use of alcoholic beverages is strictly prohibited on all Township property.
4. **No Red Pop or Red Punch** of any kind. Any accidental spills of liquids on carpet shall be blotted as soon as possible with paper towel provided in kitchen.
5. **Decorating of ceiling, fans, or walls is not permitted.** Command Strips do take paint of the walls.
6. Burning of candles or incense is not permitted.
7. Tables and chairs shall not be removed from the building.
8. Parties shall be terminated by 1:00 A.M.
9. Renter shall return tables and chairs to the proper racks. **YOU MUST WIPE OFF ALL THE TABLES!** Township does not provide washcloths and towels.
10. Renter shall vacuum hall and entry before vacating premises.
11. Thermostats shall be turned to 65 degrees when exiting the building. Air conditioning turned off.
12. All doors and windows shall be locked.
13. Renter shall deposit the key and signed Closing Checklist in the office drop box outside the entrance door before vacating the premises.
14. Renter shall leave nothing behind to pick up at a future date.
15. **RENTER SHALL REMOVE GARBAGE AND TRASH FROM THE TOWNSHIP PROPERTY.**
16. Do not leave soiled diapers in the restrooms or on the premises.
17. Be considerate of Library Staff and Patrons.

Indemnification Agreement: Renters using the hall agrees to defend, indemnify and hold harmless Aurelius Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Aurelius Township by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if cause in whole or in part by the negligence of Aurelius township, or by third parties, or by the agents, servants, employees or factors of any of them.

I agree to the rules and regulations for use of the Township Hall as stated above. I understand that failure to comply with any of the above mentioned rules and regulations may result in forfeiture of deposit and disqualification for future use of the hall.

Signature: _____ Rental Date: _____

Address: _____ Phone: _____ KEY # _____

Today's Date: _____ Rent collected of \$100 Cash or Check # _____ Staff Initials _____

Date: _____ Security Deposit collected of \$100 Cash or Check # _____ Staff Initials _____

For any problems encountered during use of hall please call a Township Board Member:
Dave Droscha 628-2982 Tracy Ayres 231-4615 Marnie Anderson 525-1776 Gary Malcangi 482-2285 Gordon Waltz 775-6465
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