

OTSEGO LAKE TOWNSHIP HALL
LEASE AGREEMENT

Hall Capacity is Limited to 76 People per Fire Marshall

NAME _____ **DATE** _____

ADDRESS _____ **PHONE** _____

THE OTSEGO LAKE TOWNSHIP HALL has been reserved in your name/or the name of your organization for the **DATE OF** _____

PURPOSE _____

Lease of the OTSEGO LAKE TOWNSHIP HALL includes rights to the meeting room, kitchen, halls and corridors, restrooms, and the right to non-inclusive use of the parking area, but no rights in any other part of the building, except as specified below.

PURPOSE

The Hall is being rented for the purpose of _____, and for no other purpose, from _____ a.m., to _____ p.m., on _____ 20__.

***\$150.00 Refundable Cleaning Deposit Returned if Pass Inspection**

(After Rental must clean, vacuum, and remove fingerprints on windows. Place all tables and chairs as found (diagram on refrigerator).

***\$25.00 Refundable Deposit Required for Keycard**

DUTIES AND RESPONSIBILITIES

1. Lessee shall pay Two Hundred and Fifty Dollars (\$250.00), for the use of the premises and facilities.
2. Lessee shall remove all garbage, debris, and papers from hall, and put in outside barrel.
3. Lessee shall clean the Hall after use and see that all doors and windows are locked upon leaving.
4. Lessee is responsible, and shall pay for any and all lost, stolen, or broken items. This includes, but not limited to, damages to the building, equipment, appliances, furnishings and supplies. The amount of money due will be determined by the replacement and/or repair costs.
5. Lessee shall use no tape, tacks, or push pins on walls or wood, or any painted surface.
6. **NO PETS ALLOWED.** Service Animals specifically trained to aid a person with a disability are welcome.
7. There is no Audio Equipment available for use.

THE TOWNSHIP ACCEPTS NO RESPONSIBILITY FOR THE SAFETY AND WELL -BEING OF VISITORS.
NO ALCOHOL ALLOWED ON THE OTSEGO LAKE TOWNSHIP PREMISES.
NO SMOKING ON TOWNSHIP PROPERTY.

I AGREE TO THE ABOVE RULES AND REGULATIONS.

SIGNATURE _____ **DATE** _____ 20__

TELEPHONE _____

OTSEGO LAKE TOWNSHIP
P.O. BOX 99
WATERS, MI 49797
Joan Elenz, Office Assistant, 989-732-6929 Ext 0
Mary Brown, Clerk, 989-732-6929 Ext 3