

## CALVIN TOWNSHIP HALL RENTAL AGREEMENT

Now, therefore, in consideration of mutual promises, covenants, and conditions herein contained, the Township of Calvin Community Center and the undersigned, which is herein referred to as "Renter" hereby agreed by and between the parties hereto as follows:

William J. Robinson Community Center - the following described premises owned by the township which include, seating capacity, rental fees, and rental periods. These items are in accordance with the fee structure established by the Calvin Township Board.

<u>Seating Capacity</u>	<u>Resident Rental Fee</u>	<u>Deposit Fee</u>
120	\$100	\$100

<u>Seating Capacity</u>	<u>Non-Resident Fee</u>	<u>Deposit Fee</u>
120	\$200	\$100

### Non-Profits

**No charge unless requesting multiple day consecutive usage.**

- RENTERS MUST BE 21 YEARS OF AGE TO RENT HALL AND PICK UP KEY
- STATE I.D. OR DRIVER'S LICENSE MUST BE PRESENTED
- KEYS MAY BE PICKED UP 24 HOURS PRIOR TO EVENT
- FEES ARE PER DAY WITH NO OVERNIGHT EVENTS (rental period 7am - 12am)
- THE TOWNSHIP PARK IS A PUBLIC PARK AND OPEN (Dawn to Dusk) TO THE PUBLIC AT ALL TIMES INCLUDING THE DAY OF A PRIVATE EVENT.

**RENTAL** - No charge will be asked of for rental of the community center for functions listed below:

1. The Township of Calvin residents and immediate family-food service after a funeral (repast)
2. Political organizations, governmental functions and 4-H Clubs meetings.

**KEY PICK UP AND RETURN** - The "Renter" shall make arrangements with the Township Clerk to pick up the key and return the key.

**ACTIVITIES NOT PERMITTED** - **"Renter" shall be prohibited from allowing any of the following activities during rental period:**

- a) No person shall possess or consume alcoholic beverages within the building or on the grounds of the community center.
- b) No person having the use of the hall, without prior permission from the board can attach decorations to the ceiling or walls of the center.
- c) No person shall change the temperature on the thermostat.
- d) No regular church service shall be held in the hall without prior permission.
- e) Sales of any kind for profit by organizations or individuals ("renter" cannot charge a fee for admission into an event, such as a party cover charge.)

**CLEAN UP PROCEDURES** - Prior to the expiration of the rental period, "Renter" shall leave the facility clean and ready for the next group. "Renter" will not be allowed to return at a later date to clean the facility. **Clean up is your (renter) responsibility and shall include the following procedures:**

- a) Wipe all counters, tables, and chairs if used, replace chairs in the rack and break down tables and sit back against the wall.
- b) Clean the coffee urn, stove and refrigerator if used.
- c) Sweep and damp mop the floor.
- d) Check bathrooms and make sure it is left clean and trash emptied.
- e) All trash and decorations must be removed from the building and disposed of properly in the dumpster located outside.
- f) Pick up all trash in the park and parking lot if items were part of your party.
- g) No decorations with open flame will be allowed.
- h) Decorations attached to the building (inside and outside) must be done with masking tape only. No staples, nails, tacks, or other types of tapes may be used. During removal of decoration, tape must be removed also.
- i) Lock all doors and turn off lights before vacating premises.

**ADDITIONAL INFORMATION:**

- a) The Otis Newsome Park is open to everyone and this includes the day of your event.
- b) There is an emergency bag located on top of the refrigerator in the kitchen should there be a major emergency.
- c) The rental fee is due at the time of reservation. **Make check or money orders payable to: Township of Calvin**
- d) Any blow up/bounce houses must have prior approval and the "Renter" must have their own liability insurance.
- e) Cooking outside of the building is only prohibited in the back of the building or park area.
- f) No parking on the grass at all, additional parking other parking lot by basketball court.
- g) This is a Smoke free facility, **NO SMOKING ALLOWED.**

**If renter breaks any of the above noted activities or procedures DEPOSIT FEE will NOT be returned.**

**DEFINITIONS:**

Nonprofit organization - Any group that has a 501c3 nonprofit status with the federal government.

Civic Group - a community organization that does not carry a 501c3 and is not receiving income from facility use.

Private Party - Wedding receptions, family dinner, anniversary party, etc...Groups of individuals whose event is not open to the general public and not publicly promoted (flyers, radio ads, etc.)

**INDEMNIFICATION CLAUSE:** In consideration of the granting of this agreement by the Township of Calvin, "Renter" hereby agrees to indemnify, hold harmless and defend the Township of Calvin from and against any and all actions, or causes of action, claims demands, liabilities, loss, damage, or expense of whatsoever kind of nature, including attorney's fees, which the Township of Calvin may suffer or incur or persons, or by reason of damage to or destruction of any property, including the loss, arising out of or in any manner incidental thereto, or which the Township of Calvin may sustain or incur in connection with any litigation, investigation, or other expenditures incident thereto, including any suit instituted by the Township, under this indemnification clause to the fullest extent permitted by law, except that "Renter" shall not indemnify the Township of Calvin for the sole negligence of the Township of Calvin.

**CALVIN TOWNSHIP HALL RENTAL AGREEMENT**

Now, therefore, in consideration of mutual promises, covenants, and conditions herein contained, the Township of Calvin Community Center and the undersigned, which is herein referred to as "Renter" hereby agreed to follow the rental agreement and understand if agreement is broken the \$100 deposit will not be returned.

The rental fee of \$\_\_\_\_\_ will cover the Township of Calvin, William J. Robinson Community Center of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The deposit fee of \$100 will cover any cost if not in compliance with the agreement.

\_\_\_\_\_  
Signature of Elected Official

\_\_\_\_\_  
Name of Renter (print)

\_\_\_\_\_  
Signature of Renter

Renter's address :

\_\_\_\_\_

Telephone# and email

\_\_\_\_\_

\_\_\_\_\_

"The Calvin Township Board is elected to serve its community. The Board shall conduct township business with honesty, ethics and transparency acting in the community's best interest."