



# Recreation Building Usage Fee Waiver Annual Use Policy//Contract

**No  
Smoking**

**RECREATION BUILDING CAPACITY 50**  
Recreation building Usage Fee \$50.00  
Per year

The Bangor Township Board, of Bay County, Michigan, Lessor, in consideration of the agreements on behalf of \_\_\_\_\_, Lessee, below as set forth, hereby allows Lessee the use of the recreation building of Bangor Township on the \_\_\_\_\_ of \_\_\_\_\_ from \_\_\_\_\_ (a.m., p.m.) to \_\_\_\_\_ (a.m., p.m.) for the year \_\_\_\_\_.

LESSEE, in consideration of said leasing agreement, agrees as follows:

- ◆ To pay an annual non-refundable usage fee \$50.00 for said premises and equipment. Said amount to be paid before January 1st of each year requested.
- ◆ Lessee agrees to pay the actual cost of items if there is loss and/or damage to furniture, fixtures, equipment or other real and personal property and for failure to comply with any terms of this contract, arising out of the Lessee use of the recreation building.
- ◆ Lessee agrees to:
  1. Take paper and plastic products off tables, *including tape*.
  2. Wipe off tables and chairs
  3. Sweep and mop floors
  4. Empty all baskets in recreation building and place trash in dumpster.

**All items must be removed from the recreation building after each usage.**

Failure to properly clean the recreation building will result in a written warning from the Township Supervisor for the first occurrence. A second occurrence will result in termination of this agreement.

Lessee agrees that said premises will not be used for any other purpose than \_\_\_\_\_.

- ◆ Organizations requesting use of the recreation building for weekly or monthly meetings must submit a request letter annually to the Township Board.
- ◆ Dates and times must be included in the request.

**DATE OF TOWNSHIP BOARD APPROVAL:** \_\_\_\_\_

- ◆ Use of the Township Hall for meetings will not be allowed.
- ◆ Per the International Fire Code, candles and other open flame devices shall not be used in places of assembly or in drinking or dining establishments.

- ◆ Lessee agrees to leave the premises and contents in as good condition as when occupied: decorations shall not be taped or nailed to the walls, or affixed to light fixtures or fans. **Glitter, confetti and helium balloons are NOT allowed.**
- ◆ Lessee renting a Township facility will be required to return the key to the Township Administration Building the next business day after **each** usage.
- ◆ This lease is voidable by Lessor if Lessee assigns this lease without the written consent of Lessor and Lessee forfeits all deposits as liquidated damages.
- ◆ Lessee agrees to allow any authorized law enforcement officer full access to said premises at all times and authorizes said law enforcement officers to remove from said premises any person(s) violating any state and/or local laws.
- ◆ Lessee agrees to abide by all the laws of the State of Michigan.
- ◆ The law enforcement officers have the authority to terminate the lease in the event of a breakdown of order, or in other circumstances where the best interest of Bangor Township is not served.

**INSPECTION BY TOWNSHIP:**

A Township employee will check the recreation building after each usage. If the recreation building was not cleaned according to the Township's specifications, or if items are missing, a bill will be sent to the organization. A fee schedule and inventory list is attached.

**If there is a problem with the hall prior to or during your rental, please contact the following:  
Maintenance Supervisor (cell phone) 385-4170**

**NO ALCOHOL IS ALLOWED ON THE PREMISE!  
BE SURE TO LOCK ALL DOORS WHEN LEAVING THE RECREATION BUILDING!**

**SUMMARY OF CHARGES**

RECREATION BUILDING USAGE FEE: \$ \_\_\_\_\_  
(101-000-666-000)

**DATE**

DATE: \_\_\_\_\_ LESSOR: BANGOR TOWNSHIP BOARD  
BY: \_\_\_\_\_

**Please print clearly and sign.**

*I have read and understand this Recreation Building Usage Fee Waiver Annual Use Policy/Contract and am aware of all of the conditions therein.*

*It is my responsibility to pick the key up for the rented building on \_\_\_\_\_, between 8:00 a.m.-5:00 p.m.*

DATE: \_\_\_\_\_ LESSEE/CONTACT: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(Address, City, State, Zip)  
PHONE #: \_\_\_\_\_

**ITEM**

**COST**

Cleaning and putting away of tables & chairs Actual costs incurred by Township  
Sweeping and mopping floors  
Emptying baskets and putting bags in dumpster

**# AND LIST OF ITEMS USED IN RECREATION BLDG**

**REPLACEMENT COST**

8 – Tables 175.00 each (minimum)  
56 – Chairs 26.00 each (minimum)