

Recreation Building Annual Usage Policy/Contract

RECREATION BUILDING CAPACITY 50
SEATING FOR 30

Annual Usage with Board approval \$100.00
Monday-Thursday Only
No more than one (1) day per week

The Bangor Township Board, of Bay County, Michigan, Lessor, in consideration of the agreements on behalf of _____, Lessee, below as set forth, hereby leases to Lessee the following facilities of Bangor Township on the ____ day of each _____ for the year _____. Entry is no earlier than _____ (a.m., p.m.) to no later than _____ (a.m., p.m.). **You may only use the recreation building on the date of rental.**

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

- ◆ To pay for use of said premises and equipment \$ 100.00. Said amount to be paid on or before _____, _____. If full payment is not received by the Township 30 days prior to rental, this contract shall be considered void and deposit shall not be refunded.
- ◆ It is my responsibility to pick the key up for the rented building on _____, between 8:00 a.m.-5:00 p.m. Failure to get the key during this time will result in an automatic reduction of \$25.00 from the deposit. Failure to return the key by the next business day will also result in a \$25.00 reduction from the deposit. _____ Initials
- ◆ Lessee agrees to:
 1. Take paper and plastic products off tables, including tape.
 2. Wipe off tables and chairs.
 3. Put chairs and tables on the racks. Store them in closet, if applicable.
 4. Sweep and mop floors.
 5. Empty all baskets and place trash in dumpster.
 6. Make sure kitchen is cleaned, if applicable.
 7. Empty refrigerator and cooler, if applicable.

All items must be removed from the recreation building on the date of the rental.

Failure to properly clean the recreation building as directed above will result in an amount of money, equal to the Custodian's time spent in cleaning and may cause cancellation of all future dates. Lessee shall be liable for the full cost of any repairs for damages caused by Lessee, or anyone in or around the premises in connection with Lessee's use thereof. Lessee agrees that said premises will not be used for any other purpose than _____.

- ◆ 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. Decorative materials shall be of the flame-retardant type. Aisle width shall be a minimum of 36" if seating is on one side, width shall be a minimum of 45" if seating is on both sides. No obstruction shall be placed in the required width of any aisle or exit way.

- ◆ Lessee agrees to leave the premises and contents in as good condition as when occupied: decorations shall not be nailed to the walls or affixed to light fixtures or fans. **No dragging of tables. Painters tape only. No duct tape. Glitter, confetti and helium balloons are NOT allowed.**
- ◆ This lease is voidable by Lessor if Lessee assigns this lease without the written consent of Lessor and all deposits are forfeited by Lessee 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.

RECREATION BUILDING

MONDAY-THURSDAY: Admission to building 9:00 a.m. Must be vacated by 10:00 p.m.

ALL DOORS MUST BE LOCKED WHEN LEAVING THE RECREATION BUILDING!

INSPECTION BY TOWNSHIP:

The recreation building will be checked by a Township employee after each rental. If the recreation building was not cleaned according to the Township's specifications, or if items are missing, the Lessee will be billed accordingly.

SUMMARY OF CHARGES

RECREATION BUILDING RENTAL

ANNUAL RENTALS (Recreation Building only):

How many weeks/months (circle one) per year? _____

ANNUAL FEE: \$ 100.00

Balance is due at time of signing

DATE: _____ LESSOR: BANGOR TOWNSHIP BOARD

BY: _____

Please print clearly and sign at the bottom.

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

LESSEE: _____

SIGNATURE: _____

ADDRESS: _____
(Address, City, State, Zip)

PHONE #: _____