



Vergennes Township

69 Lincoln Lake Ave. NE • P.O. Box 208 • Lowell, MI 49331 • (616) 897-5671

A Place Where People Like to Live

www.vergennestwp.org

Vergennes Township Community Room Rental Application

Today's Date _____

Rental Fees are \$150.00 for a 6 hour rental, additional time is \$25.00 per hour, paid in full hour increments. Security deposit is \$200.00. *Please pay with separate checks if possible when event is within 3 months for convenient return of security deposit when conditions below are met. If event is further out than 3 months we will bill the deposit one month from event.*

Rental Date and Hours (Includes set up and clean up!) _____

Name _____

Address _____

Phone _____

Email _____

Estimated Attendance _____

Purpose of Event _____

1. Rental Fee and security deposit are due with application and will secure your reservation date.
2. Security Deposit is refundable within 10 days following rental, after conditions on check list are met, and any additional fees are paid.
3. Complete refund is available only if reservation is canceled at least 2 weeks in advance.
4. You will be issued a 4 digit code that will only be valid during your rental period. The front door only will be unlocked, and the alarm will automatically disarm. The alarm WILL be set to rearm 10 minutes after your rental time expires. Any alarm activation will result in a \$50.00 charge. If you are running late, to avoid alarm activation, a Township contact can be reached at 616-421-9180 or 616-421-9183. Any calls will result in a \$25 additional charge in addition to late charges.
5. The Township reserves the right to refuse or revoke permission to use the facility.

6. I agree to that I have read the rules and conditions, and that I accept complete responsibility and liability for damages to the building and /or equipment it contains, and agree to adhere to all building usage rules and regulations as outlined in the Township's written policies. I agree to hold Vergennes Township and its elected and appointed officials, employees, or all those working on behalf of Vergennes Township, harmless from any and all claims arising from the use of the Township facilities.

Signature _____ Date _____

Print Name _____

Name of Organization and Title if applicable _____

Front Door Entry/Alarm code is _____

Building will be set to lock and rearm at _____

- Alarm activation fee - \$50.00
- Phone call to staff for alarm postpone - \$25.00
 - 616-421-9180 or 616-421-9183

Vergennes Township Office Use

CLEANING CHECK LIST

- Are tables and chairs returned to the appropriate locations? _____
- Has the carpet been vacuumed? _____
- Walls, doors and ceiling checked for damage? _____
- Is the kitchen clean? _____ Refrigerator, sink, oven, microwave all clean? _____
Trash removed? _____
- Are restrooms cleaned, and all trash removed. _____
- List any damages - _____

LATE FEES

PAID

- \$25 each new hour – _____
- \$50 Alarm activation - _____
- \$25 Call to Township to stop alarm activation - _____