

## Marathon Township

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### Hall Rental Fee Schedule & Rental Agreement

	FEE	DEPOSIT
<b>Township Residents</b>	<b>\$100</b>	<b>\$100</b>
<b>Non-Residents</b>	<b>\$150</b>	<b>\$100</b>
<b>Non-Profit Organization</b> <b>*Meetings with Potluck</b>	<b>\$0</b> <b>\$50</b>	<b>\$0</b> <b>\$0</b>
<b>Funeral Dinners</b>	<b>\$50</b>	<b>\$0</b>
<b>Profit Groups</b> <b>Less than 3 hours</b>	<b>\$50</b>	<b>\$25</b>
<b>NOTE:</b> These fees are subject to revision at any time by the Marathon Township Board.		

### HALL RENTAL AGREEMENT

Restrict use of hall to non-alcoholic beverages. Any alcohol found being served on the premises would result in immediate vacating of the premises and loss of deposit. A Deputy from Lapeer County Sheriff Department may check in.

Rental by Township residents only (must be 21 years of age). The resident renting the hall must be present during rental. If you rent the hall for a non-resident, your deposit will be forfeited.

Rental of the Township Hall requires a \$100 deposit and a \$100 rental fee totaling \$200 to be paid at the time the hall is reserved. The hall will not be held without the deposit and rental fee paid (except in case of monthly meetings).

The resident must notify the Township Hall of cancellations 15 days prior to rental or all fees will be forfeited.

No smoking in the building.

Hanging decorations on or near smoke detectors is prohibited.

Drip pans must be used for beverage containers, etc. No red beverages allowed.

Masking tape only must be used to hang decorations, which will be removed from hall at the end of a function. No tape on ceilings.

Function must end at midnight.

Custodian will be paid an additional \$15 for any additional openings.

Person or organization renting the hall must be responsible for cleanup and carrying home trash. Cleanup will consist of: Clean kitchen area, clean stove and oven, clean any spills in refrigerator, sweep or dust and mop floors, clean up any spills on carpet or walls and clean tabletops. Turn off lights, fans, heat and air conditioner.

Note: If any of these responsibilities are not met, the hall rental deposit will be forfeited. Liability to damage or maintenance is not limited to the deposit amount.

Name/ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Rental & Deposit Received: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Phone : \_\_\_\_\_ Drivers License#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Custodian or Twp. Official

The above signed is responsible for any damages to the hall during period of rental. The renter will relinquish deposit if hall is not left in satisfactory condition. Please allow up to 15 days for your deposit to be returned. It will be mailed to you unless you make arrangements to pick it up.

**Revised 10-19-2005**

**ATTENTION  
TOWNSHIP HALL RENTER**

**DO NOT LEAVE THE BUILDING UNTIL CUSTODIAN ARRIVES TO LOCK UP**

The person signing this Rental Agreement is responsible for and must remain in the building until the custodian arrives to lock up after the rental.

If you are unable to stay, then you must designate another person to stay, but you are still totally responsible.

If you expect to finish before the time designated on this Rental Agreement, you may call the custodian and make arrangements to come at a different time. By all means, do not leave the building unattended.

**BEFORE YOU LEAVE**

1. Check the refrigerator - remove all food items.
2. Check and wipe off the stove.
3. Wash out coffee pots & pitchers used.
4. Rinse sink of all food particles.
5. Wipe all counters - should be clear of all food particles, sugar, creamer, etc.
6. Mop up any spills from floors.
7. Take out garbage, bags are provided in drawer.
8. Turn out all lights, turn off heat or air conditioner, and close doors.
9. Clean bathroom, lights out and make sure toilets are not running.

Any item left undone may reflect on the return of your deposit???.Thank you, Renters

Custodian: Kim Goldorf

Phone:793-4198

**CHECK LIST**

- EMPTY REFRIDGERATOR OF YOUR ITEMS**
- KITCHEN CLEAN**
- SINKS CLEAN**
- GARBAGE EMPTY**
- STOVE CLEAN**
- FLOOR SWEPT**
- DECORATIONS REMOVED**
- BATHROOM LIGHTS OFF**
- TOILETS CLEAN & NOT RUNNING**
- HALL LIGHT OFF**
- SIDE DOOR SHUT**
- AIRCONDITIONING OR HEAT OFF**
- STORAGE ROOM DOOR CLOSED SECURELY**