

# Nelson Township Rental Contract

## Library Community Room

The Nelson Township/Sand Lake Library building has been built and furnished with public funds of its taxpayers, and township officials, being aware of that they are the custodians of the taxpayer's property, have formulated the following conditions for renters:

### I AGREE TO ALL OF THE FOLLOWING CONDITIONS

- Cost of morning, afternoon, or evening rental to a taxpayer is \$75.00, rental to a non-resident is \$100.00 payable when reservation is made. An additional \$75.00 (seventy-five dollar) cash (cleaning/security) deposit is payable when the key is picked up prior to the scheduled rental - during regular business hours. Please make a separate check for the deposit. This makes it easier to return the deposit in a timely manner.
- Non-profit organizations may apply to the Township office for a waiver of rental fees.
- There will be no smoking, **no alcoholic beverages, or no gambling** on the premises.
- All groups will be accompanied by an adult supervisor over 21 years of age.
- The renter shall not use the facilities in any manner as to violate any federal, state or any other municipal statute, law, or ordinance.
- Nelson Township reserves the right to refuse or revoke permission to use the facilities.
- Use of special equipment (electrical, mechanical, etc.) must be approved by Nelson Township in advance.
- ROOM DECORATIONS: Table decorations only. **DO NOT affix anything to the ceiling or walls. No red decorations (crepe paper etc.) or red punch are allowed as they permanently stain the carpeting. \$150.00 fine. Food and beverages must be served in the tiled kitchen area.**
- Renter is to supply all dishes, serving utensils, dishtowels and cleaning supplies.
- The use of the microwave, refrigerator and coffee pot is included in the rental.
- The rental fee is for one day only. The community room may not be used for setting up the day before or cleaning up the following day.
- Hours available: 9 a.m. to 11 p.m. The building must be completely cleaned and vacated by 11:30 p.m.
- All chairs and tables must be returned to the appropriate locations; counters, refrigerator, coffee pot and microwave cleaned (if used); garbage removed and placed in dumpster.
- If you do not wish to clean, following your rental, you may hire the township custodian for \$75.00.
- The key must be returned to the night deposit box, outside the township hall when use is completed or it may be returned to the township offices the following business day. Fee for lost key - \$75.00.  
Office hours: 9 a.m. to 3 p.m. Monday through Thursday
- The sponsoring renter may pick up the cleaning deposit after appraisal of the condition of the community room has been completed - deposit may be returned by mail if requested.

- Full rental and deposit will be refunded if cancelled up to two weeks before the scheduled event. Because of the high demand no refunds will be given for any event scheduled in December.

**No deviation from the rules and regulations of this contract shall be permitted**

**Date of Rental** \_\_\_\_\_

**Arrival Time** \_\_\_\_\_ **Departure Time** \_\_\_\_\_

**Purpose of Rental** \_\_\_\_\_

**I agree to be responsible for the above use of the Nelson Township Library community room. I agree to follow each of the rules outlined and to be in attendance during rental times. I accept all liability for damages to the building and grounds, the fixtures and appliances and the costs of cleaning and repair or replacement if necessary. I agree to make prompt monetary resolution for any loss or damage occurring during use of the facility.**

**Print Name** \_\_\_\_\_ **Taxpayer** \_\_\_\_\_

**Non resident** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Rental Fee** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

**Key/Security Deposit** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

**Key Number** \_\_\_\_\_

**Refund** \_\_\_\_\_ **Date of Refund** \_\_\_\_\_

*Nelson Township, its officials and employees, shall be held harmless and not liable in the event of any accident or injury to any member of any group using the facility.*