

**BUILDING RESERVATION FORM**  
**(Without Alcohol)**

Activity Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

In consideration for the use of the Ensley Township facility Located at 7163 E 120<sup>th</sup> Street,  
Sand Lake, MI 49343

All rules and regulations are to be adhered to as outlined.

**(INCORPORATE YOUR RULES AND REGULATIONS HERE)**

**INDEMNIFICATION AGREEMENT:**

For The (rentor) \_\_\_\_\_ agrees to defend, indemnify and hold harmless the Township of Ensley from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Ensley Township by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the (rentor) \_\_\_\_\_, Ensley Township or by third parties, or by the agents, servants, employees or factors of any of them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Township Use:	
Date: _____ ( ) Rec'd \$100 (Date & Initials) _____	Cash Rental
Date: _____ ( ) Rec'd \$300 (Date & Initials) _____	Cash or Check # Deposit
( ) MI D/L OR ID#. _____	
INSPECTED BY: _____	Date: _____ ( ) Check if damages noted(Attach notice)

**ENSLEY TOWNSHIP**  
**~HALL RENTAL AGREEMENT~**

\* Daily rental rate is \$100.00 (payable in *CASH* only) plus \$300 DEPOSIT (payable in *CASH* or *CHECK*); deposit to be refunded upon inspection of hall and no later than ten (10) days from rental date. **Renter shall complete a Hall Condition Checklist prior to rental in order to receive full refund of deposit. Supervisor will inspect the room with renter prior and at the end of event for any damage that may have occurred during the event.**

\* Reservation dates are guaranteed upon payment in full.

\* Requests to "hold" a date for reservation, prior to the payment, will be honored for no more than two business days.

\* A notice of cancellation, if received at least 48 hours prior to the reservation date, entitles the Renter to full refund. Refunds under any other circumstances are subject to Township Board approval.

\*Maximum of 117 people.

**THE RESPONSIBLE PERSON (THE PERSON WHO SIGNED THE AGREEMENT AND PAID THE RENT AND DEPOSIT) IS REQUIRED TO BE ON THE PREMISES AND ENFORCING ALL RULES OF THIS AGREEMENT. The key must be returned to the Supervisor after the rental in complete, or not later than the next business day.**

\* Hours for rental are for the day of rental only. Set up must be done on that day.

\* Rental of the Ensley Township Hall shall be limited to use by individuals, upon evidence of Township residence or /property owner, solely for rental for non-profit purposes ( Michigan driver's license or ID required).

\* Animals, including "pets", of any kind within the Hall, are forbidden.

\* The presence, consumption, or distribution of alcohol, in any form, on Township grounds is forbidden.

\* Smoking within the Township Hall is forbidden.

\* No adult entertainment is allowed in the Township Hall or grounds.

\* Kitchen facilities include: microwave oven, coffee-maker, refrigerator, sink and counter-space. Dishes, etc., are not provided.

\* **Decorating is permitted, so long as no tape, tacks, nails, glue, or the like, are affixed to any wall or ceiling.**

\* **RENTER IS RESPONSIBLE FOR:**

Setting-up/breaking-down and wiping off tables and chairs.

Clean-up and removal of all food and trash must be taken with you

Vacuuming hall, hallway, sweeping kitchen floor area, cleaning of countertops in kitchen

Make sure restrooms are in good condition; trash is picked up, countertops cleaned

All damages which may be incurred to the Hall premises during rental period. If the costs exceed the security deposit, an invoice will be mailed.

\* **NO RED KOOL-AID OR RED FRUIT DRINK!**

**BY NOT ADHERING TO ALL RULES UNDER THIS AGREEMENT THE \$300 DEPOSIT WILL BE FORFEITED.**

Inspection of the Hall will be made by a representative of the Township by no later than the next business day. Renter may be present during inspection. The Township shall provide written notice to Renter of any damages within two business days. Renter shall then be responsible to remedy said damages to the Township's satisfaction, within ten business days following the date of notice.

I, the undersigned "Renter" have read and received a copy of this agreement and agree to the above terms and conditions.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ALTERNATE PHONE# \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ HOURS: \_\_\_\_\_

SPECIAL ARRANGEMENTS: \_\_\_\_\_

If you have any problems or need any assistance please call:

Ensley Township Office -- 616-636-8510 -OR-

Cynthia Harwood, Township Clerk - Cell 231-414-7539