



Lafayette Township

Hall Rental Agreement

1. No alcohol or smoking allowed on property.
2. Clean up any spills on carpet immediately.
3. Serve red punch with caution. Stains that require professional cleaning will be billed to renter.
4. No tape on the walls.
5. Leave the hall in the condition in which it was found. A cleaning checklist is in the kitchen on the bulletin board.
6. When leaving, please turn off all lights, take trash with you, and turn down the thermostat. Please make sure all doors are locked.

Hall Rental Fees:

- \$50/day (regardless of hours rented) – township residents
- \$100/day for wedding receptions
- \$100/day for non-residents of the township
- EXCEPTIONS TO CHARGES FOR HALL RENTAL (no charge):
 - Funerals
 - Civic group meetings such as 4-H, FFA, etc.

A deposit of \$50, along with rental fee, is also required with the signed attached agreement if requesting rental 1 month or less in advance. If requesting more than 1 month in advance, hall rental coordinator will contact you for deposit and rental fee. The hall will be inspected after use and deposit returned if agreement rules have been followed. If more than \$50 is required to make necessary repairs or cleanings, a bill will be issued to the party responsible.

I AGREE TO ABIDE BY THE ABOVE GUIDELINES WHILE USING THE LAFAYETTE TOWNSHIP HALL.

Signature

Print Name

Date of Rental

Today's Date

Please return the agreement to:

Sara Gildersleeve

5015 Mason Rd.

Merrill, MI 48637