

LAPEER TOWNSHIP COMMUNITY  
BUILDING RENTAL AGREEMENT

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

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

TELEPHONE & EMAIL ADDRESS: \_\_\_\_\_

LIMITED TO THE FOLLOWING USE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ BETWEEN THE HOURS OF: \_\_\_\_\_ and \_\_\_\_\_

**Include the amount of time you need to  
setup and cleanup in the arrival and  
departure hours you choose.**

**Renters are expected to abide by the arrival and departure times listed.  
Portions of the deposit will be forfeited if the renter arrives late or departs late.**

The Renter agrees to pay rent for the use of the Township building for the above period. In addition, the Renter agrees to pay a deposit to cover any damage or additional maintenance which may result from Renter's use of the Township building.

RENT AMOUNT: \_\_\_\_\_ DEPOSIT AMOUNT: \_\_\_\_\_

**Liability for damage or additional maintenance is not limited to the deposit amount.** The deposit amount shall be paid at the time this rental agreement is signed. **Deposit is forfeited when rental is cancelled if the building could have otherwise been rented. A portion of the deposit will be withheld at a rate of \$25.00 for every half hour that the renter arrives or departs later than the agreed upon opening and/or closing time. Deposit will also be forfeited for participation in third party rentals.** Deposits are refunded after Board approval at the next regularly scheduled Board meeting.

**The rental amount and deposit is due no less than fourteen days before the rental date.**

**Renter agrees that noncompliance to the rental rules including arrival and departure times, clean up, and maintenance by the renter WILL result in forfeiture of all or a portion of your hall rental deposit.**

Renter agrees that the Township building shall not be used for any purpose other than the one described in the opening paragraph unless Renter first acquires the written permission of the Township for additional use.

Renter understands and agrees that **No Smoking is to be permitted** inside the Township building. Alcoholic beverages are not allowed in or on the Township property. Renter also understands and agrees that Renter's use of the premises shall comply with the rules on the backside of this agreement.

The Township reserves the right to terminate this agreement or to remove Renter or any of Renter's guests in the event the requirements of this agreement are violated or in the event any dangerous, disruptive or unlawful activity is permitted to occur on the Township property during the time covered by this agreement.

Renter agrees that by signing this rental agreement they are agreeing to all terms and conditions as outlined in the agreement and as outlined in the hall rental rules. Renter agrees to conduct its activities on Township property so as not to endanger any person or property. Renter further agrees to indemnify and save harmless the Township against any and all claims for injury to persons or property arising out of the activities conducted by the Renter on Township property.

\_\_\_\_\_  
Township of Lapeer Representative

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

# BUILDING RENTAL RULES

Hall viewing/inspecting can be done during regular business hours only.

Available rental hours are from 8:00 a.m. to 12:00 a.m. of the same day. All activities and clean up must be completed by 12:00 a.m. Everyone shall be out of the building by 12:00 a.m. or the deposit will be forfeited.

A responsible adult must sign a Rental Agreement and Rental Rules before anyone will be permitted to use the Township building. That adult will be liable for guaranteeing that all rules are complied with and shall also be liable for any damage to the premises.

The person signing this Rental Agreement and rules stated herein is responsible for and must remain in the building until the Township representative arrives to lock up after the rental. If the signer is unable to stay until the Township representative arrives, another designated adult may stay, but the signer maintains total responsibility.

No consecutive rentals will be allowed without the signing of a new agreement and making a new deposit each time.

**DO NOT LEAVE THE BUILDING UNATTENDED AT ANY TIME.**

**The renter will provide setup and cleanup.**

Following the event:

- All tables are to be cleared and tablecloths placed in garbage bags and placed in the dumpster.
- All tables are to be washed. No nails or tacks may be used to secure tablecloths. Any tape must be removed.
- The ***floor is to be swept in its entirety*** and the kitchen area cleaned and left in an orderly manner.
- Garbage is to be sealed in plastic bags and placed in the dumpster, which is located on the North side of the building. The Township will provide trash bags.

**\*DO NOT DRAG TABLES AND/OR ANYTHING ELSE ACROSS THE FLOOR.\***

- Doorways and exits must be accessible at all times. No equipment or decorations may obstruct the doorways.
- No decorations are to be installed on the walls or ceiling.
- **No loose balloons** of any kind may be used as decorations. Balloons must be weighted or secured at all times.
- **Glitter of any type is not permitted.**
- No cooking/food preparation is allowed. The storing, heating and serving of prepared food is allowed.

**Any noncompliance to the above stated rental rules will result in forfeiture of all or a portion of your hall rental deposit.**

**NOTE:** These rules are subject to revision at any time by the Lapeer Township Board.

\_\_\_\_\_  
Township of Lapeer Representative

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_

Rent \_\_\_\_\_ Date Paid \_\_\_\_\_

**Custodian - Andrea Trombley**

Call 30 minutes prior to the completion of  
"DEPARTURE" items – Cell # (810) 529-0029

Emergency Contact – S. Jarvis 810-338-6654

# HALL RENTAL POLICY

## Definitions:

A Lapeer Township resident is defined as those persons living within the township limits, owners of real property within the township limits or owners of a business within the township limits, subject to personal property tax.

To hold a rental date, deposit and signed rental agreement must be received in the office. No dates will be held without these being in place.

The "renter" must post the deposit and rent either by cash or check, no third party rentals allowed. The renter or a designated representative must be available at check-in and check-out time or else the deposit will be forfeited.

Rental fee is due no less than two weeks prior to the rental date.

Deposits are refunded after board approval at the next regular scheduled board meeting; subject to a closing inspection with no damages.

Deposit is forfeited when the rental is cancelled if the building could have otherwise been rented.

**Renters are expected to arrive on time and depart on time. A portion of deposit will be withheld at a rate of \$25.00 for each half hour that you arrive and/or depart late.**

Set-up and clean-up are to be completed by the renter; non-compliance will result in the forfeiture of all or a portion of the hall rental deposit.

**Once the building is opened for a rental, it will not be left unattended at any time until it is closed and secured by Township personnel.**

No smoking or vaping is permitted inside the Township Hall.

No open flames, candles, glitter, or balloons allowed.

No alcohol or marihuana is permitted inside the Township hall or on Township property.

No food preparation (cooking) is allowed.

Renter is responsible for all setup and cleanup including garbage removal.

All activities and clean up are to be completed by 12:00 a.m.

All open houses, family reunions and other similar parties with a flow of people throughout the day will be considered a **large party** rental and charged accordingly.

The Building Rental Rules (as outlined on the Building rental agreement) and hall rental fee schedule are to be followed by renters and subject to change at any time by motion of the Lapeer Township board.

**RENTAL AVAILABILITY:** January, February and March rental availability will begin on October 1st of the prior year. The remainder of the year will be available on the first work day of the New Year.