

**MERRILL TOWNSHIP  
BUILDING RENTAL RESERVATION REQUEST  
RENTAL AGREEMENT**

(Please print.)

**CURRENT DATE:** \_\_\_\_\_

**RENTAL DATE/S REQUESTED:** \_\_\_\_\_

**RENTAL AREA/S REQUESTED:** \_\_\_\_\_

**START & FINISH TIMES:** \_\_\_\_\_

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

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

**TELEPHONE:** \_\_\_\_\_

**ACTIVITY PLANNED:** \_\_\_\_\_

**EXPECTED NUMBER IN GROUP:** \_\_\_\_\_

**IF ORGANIZATION—**

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

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

**CONTACT PERSON/PHONE:** \_\_\_\_\_

**I hereby acknowledge that I have read, understand, and will comply with the Merrill Township Building Rental Policy. SIGNATURE:** \_\_\_\_\_

**INSURANCE CERTIFICATE RECEIVED:** \_\_\_\_\_

**DEPOSIT PAID:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MERRILL TOWNSHIP BUILDING RENTAL  
SCHEDULE OF FEES – EFFECTIVE 01/01/2018**

Portion Rented	Rental Fees		Deposit
	Resident/Property Owner	Others	
Auditorium & kitchen (no cooking)	\$150	\$300	\$300
Auditorium & kitchen (on-site cooking)	\$250	\$350	\$300
Kitchen only (on-site cooking)	\$100	\$150	\$300
Merrill Township Board approved non-profit organization meetings	\$100	\$150	\$50
Community benefit meetings	\$50	\$100	\$50

## MERRILL TOWNSHIP BUILDING RENTAL POLICY

This rental agreement is in accordance with the Michigan Public Accommodation Act.

### RENTAL QUALIFICATIONS:

1. Merrill Township sponsored activities (have priority)
2. Neighborhood improvement groups or associations
3. Merrill Township community associations
4. Public meetings of general interest held by non-profit organizations
5. Individuals wishing to use the building for receptions, weddings, or other celebrations, funeral gatherings, recitals, etc.

### INSURANCE REQUIREMENTS:

1. All persons renting the building must present a certificate of insurance (obtained from their agent) showing that they have general liability coverage.
2. Further, the Township must be listed as the additional insured on the policy certificate.

### COMMENTS:

1. A group or an individual misrepresenting itself as to name and/or purpose when using the building will not be allowed to use the building again.
2. No fund-raisers except by registered non-profit groups or organizations or Township-sponsored activities
3. No activities extending beyond 1:00 a.m.

### MEETING GROUP SIZES FOR AUDITORIUM:

Up to 200 persons

### RENTAL FEES:

1. Rental fees shall be established by the Merrill Township Board and may be changed as deemed necessary.
2. Rental fees include tables, chairs, kitchen equipment and utensils. All other materials are the responsibility of renter.
3. Payment of rental fee and deposit are to be made to Merrill Township at least 72 hours prior to activity. Checks must be supported by available funds.
4. Pre-inspection with renter will be held. The deposit will returned after a thorough post-inspection determines no damage or uncleanness found.
5. Failure to cancel reservation at least 24 hours prior to activity will result in forfeiture of deposit. Repeated cancellations may result in denial of further building privileges.

### SUPERVISION AND RESPONSIBILITY:

1. The individual, group, or organization using the building shall provide adult supervision at events held for children. Failure to do so will result in immediate termination of building use.
2. The individual renting the facility, or a group's organization's supervisor, must be in attendance while the building is being utilized, including set-up and clean-up operations.

3. The individual, group, or organization shall report any/all damage of the building, furniture, equipment, or utensils, and make appropriate remuneration to Merrill Township. Should the clean-up or damage costs be higher than the collected deposit, the Township reserves the right to collect additional funds to pay the cost.
4. There may or may not be a monitor present.

**SMOKING:**

No smoking is allowed in the building.

**DECORATIONS:**

1. Decorations may only be attached to walls or hung from the ceiling providing "poster putty" is used to attach them.
2. No nails, tack, or tape are to be used.

**CLEAN-UP/STORAGE OF MATERIALS:**

1. The individual, group, or organization using the building is responsible for set-up and clean-up.
2. Set-up may occur the day before if it has been previously cleared. Clean-up must be done before vacating the building.
3. All garbage and refuse must be bagged and placed in the container/s provided.
4. No materials may be stored in the building either before set-up or after clean-up.

**LIABILITY:**

1. Merrill Township and the Merrill Township Board are not responsible for theft or damage to personal property, or for personal injury.
2. Merrill Township and the Merrill Township Board do not necessarily advocate or endorse the viewpoints of the building users.

**MAKING RESERVATIONS:**

1. Reservations will be accepted on a first-come, first-serve basis, as specified under "Rental Qualifications."
2. Reservations must be made by completing a reservation request form, by signing the *Building Rental Agreement*, and paying deposit and rental fees.
3. Reservation approval is contingent upon past experiences with the individual, group, or organization.

**RIGHTS RESERVED:**

The Merrill Township Board reserves the right to update or amend the *Building Rental Policy* as needed at any time.

MERRILL TOWNSHIP  
Auditorium/Kitchen Rental  
Clean-up guide

The basic rule is: LEAVE THE FACILITY AS YOU FOUND IT.

1. Clean tables.
2. Clean counters.
3. Clean stove
4. Clean sinks and make sure drains are clear of dishes, utensils, etc.
5. See that all items you used are returned to where you found them.
6. Clean the kitchen floor.
7. Clean and vacuum auditorium floor.
8. Check to see that bathroom and hallway have been left clean.
9. If there is a spill on the carpet, be sure that it is cleaned. If a spot remains, write a note telling where the stain is located and leave the note in the kitchen.
10. Make sure all trash/garbage is bagged and that the bags are placed in garbage cans. All trash bags shall be securely closed.
11. Please be sure that all of the lights, fans, etc. are turned off before you leave.
12. Make sure parking lot and outside grounds are clean of litter.

If you have any questions/problems, please call:  
Supervisor Tom Wenstrom at 269-760-2358 or  
Clerk, Tabatha Glezman at 517-304-1885

THANK YOU!