Charter Township of Kalamazoo
1720 Riverview Dr
Kalamazoo, Michigan 49004-1099
Telephone (269) 381-8080 Fax (269) 3813550

ROOM RENTAL AGREEMENT

Note: Only the Community Room is rented - Children must stay with parents and within the rented room.

CAPACITY: Northwood = 112 Eastwood = 50 Westwood = 108

Name/Organization_____ Date:_____

Address:_____Zip Code:_____ Day Tel: _____

Room:_____ Purpose: _____ Date of Use:_____

Times:_____ to _____ Number attending:_____ Deposit:_____

Rental:_____ Total:_____ Transfer? _____ From:_____

Reply/Payment in full must be received by _____ or this agreement will be cancelled. Make the check payable to: Township of Kalamazoo. Return two (2) signed copies of this form to the Township office. Forms must be signed and the payment made by the applicant only. The applicant MUST be a Charter Township of Kalamazoo resident. Any security deposit deemed refundable will be mailed to the applicant within two to four weeks after the date of the property use.

Fees: Meetings = $50 Parties with **any** type of food and/or beverage = $125.00
*All fees are in addition to the security deposit of $50.00

Rental Agreement:

1. Not to bring or consume alcoholic beverages on the premises.
2. Not to permit music, dancing or gambling on the premises.
3. Not to bring personal property on the premises other than during the rental period.
4. Not to allow smoking within the community rooms.
5. Not to attach posters or signs to the premises.
6. Not to bring additional chairs and/or tables on the premises
7. To clean the premises and place all refuse in containers provided by the Twp
8. To reimburse the Township for any damages to the premises, building, or equip
9. To use only the Community room, kitchen facilities, and restrooms.
10. To accept the premises in its present condition and return it in like condition.
11. To indemnify the Township of Kalamazoo and its members or agents against all liability to persons or property on the premises.
12. To vacate the premises at the scheduled time.
13. To return all Township property to its designated storage spaces.
14. To pay a cancellation fee of $5.00 if cancellation occurs within twenty-one days of rental date.
15. The only hours available for rental are from 9:00 A.M. to 10.00 P.M.
16. It may only be rented in six hour increments.
17. **Failure to comply with any of the above conditions will result in forfeiture of the security deposit.**

_____ _____
Signature of Responsible Party Date Signed