

SAGOLA TOWNSHIP HALL RENTAL FEES 7/5/17

RESIDENTS OF SAGOLA TOWNSHIP

One daytime rental (Single day-decorating, event, and cleanup all in the same day) (Rent is \$25.00 and the Security Deposit is \$25.00)	\$50.00, includes security deposit
Larger Events- Decorating the night before, etc.... (Event, decorating, and cleanup extends more than one day but less than two) (Rent is \$50.00 and the Security Deposit is \$50.00)	\$100.00, includes security deposit
Wedding Receptions/Large Parties (Event, decorating, and cleanup more than two days, but less than three) (Rent is \$200.00 and the Security Deposit is \$200.00)	\$400.00, includes security deposit

NON-RESIDENTS OF SAGOLA TOWNSHIP

One daytime rental (Single day-decorating, event, and cleanup all in the same day) (Rent is \$50.00 and the Security Deposit is \$50.00)	\$100.00, includes security deposit
Larger Events- Decorating the night before, etc.... (Event, decorating, and cleanup extends more than one day but less than two) (Rent is \$100.00 and the Security Deposit is \$100.00)	\$200.00, includes security deposit
Wedding Receptions/Large Parties (Event, decorating, and cleanup more than two days, but less than three) (Rent is \$400.00 and the Security Deposit is \$400.00)	\$800.00, includes security deposit

SAGOLA TWP CIVIC GROUPS, SERVICE ORGANIZATIONS, CHARITABLE ORGANIZATIONS, AND/OR MUNICIPALITIES

Meetings (Rent is \$25.00 and the Security Deposit is \$25.00)	\$50.00, includes security deposit
Banquets/Fundraisers/Ceremonies (Rent is \$50.00 and the Security Deposit is \$50.00)	\$100.00, includes security deposit
St. Rose Church and Grace Presbyterian Church community dinners	No Charge

ORGANIZATIONS BASED OUTSIDE OF SAGOLA TOWNSHIP

Meetings (Rent is \$50.00 and the Security Deposit is \$50.00)	\$100.00, includes security deposit
Banquets/Fundraisers/Ceremonies (Rent is \$200.00 and the Security Deposit is \$100.00)	\$300.00, includes security deposit

****All fundraising events that sell any alcoholic beverages must have a Michigan Issued Special Event Liquor License with Sagola Township named as additional insured on the bond/insurance liability rider policy. Rental rates are established by the Sagola Township Board. The custodian is charged with carrying out the directives of the township board. You may appeal a decision of the custodian by attending a township board meeting.**

TOWNSHIP BOARD POLICIES - TOWNSHIP HALL RENTAL AND USE

Sagola Township Hall is rented on a first come, first serve basis. The custodian has the authority to hold a rental request for ten days. Within the ten days, the rental contract must be completed, signed, and payment received. If the contract is not signed and rental fee paid then the rental is no longer held and is not guaranteed.

The security deposit is collected to pay for lost, stolen, damaged property, equipment and/or materials. It is also to ensure that the facility and grounds are cleaned to the township's satisfaction. After your event, the custodian will inspect the hall and premises. You are responsible for the caterers, decorators, and cleaning. Provided everything is in order and the cleaning is completed your security deposit will be returned. If there is any problem you will be given the opportunity to correct it before the next business day. Should a security deposit be forfeited any additional costs beyond the amount of the security deposit will be the responsibility of the renter. Renters who have not deposited a security payment are also responsible for the cost to repair damages or missing property including additional costs to clean up after your event. You will be invoiced by the township.

Once cleaning is completed, you are required to call the custodian to arrange for post rental inspection. Cleaning guidelines are attached and are posted at the hall.

Cancellation: You must cancel a rental agreement at least 30 days prior to the rental date in order to get your rent and security deposit returned. If you cancel after the 30 days your rent will not be returned, only your security deposit will be returned. The only exception being unforeseen events beyond your control.

Sagola Township Resident rental rate is intended for an event held for a resident of Sagola Township, and not permitted to rent for non-residents in order to avoid payment of the higher non-resident rates. Parents who are residents of the township may rent for a wedding of their child at the resident rate. The township custodian has authority to make these determinations, however the township board will settle any dispute at its sole discretion.

Service Organizations and Municipalities may request a waiver of rental fees, which must be submitted to and approved by the township board prior to the event.

Decorating: No hooks or tape on the ceiling. Do not attach anything to the ceiling fans. Do not use tape, stickers, decals; put tacks and/or nails in the walls or floors. You will be charged for nail holes or tape/adhesive damages.

Sagola Township has liability insurance but does not protect you as a host when you rent the hall. You are personally held responsible especially if alcohol is being served at your event. You must contact your insurance and put a rider on your policy for this and provide the custodian with a proof of insurance. If alcohol is being served, alcohol consumption will cease at 12:00 am.

All furniture is not to be moved outside of the building. Furniture is not loaned out or rented for use outside of the facility.

NO rummage sales will be held in the new building.

CLEANING GUIDELINES

Kitchen Areas:

1. Empty garbage cans, take garbage home.
2. Clean countertops
3. Clean stovetops and ovens
4. Clean cupboards/walls
5. Clean inside of refrigerators and freezers, remove all items.
6. Clean sinks
7. Sweep and mop all floors, including bathrooms.

Main Room:

1. Remove all decorations
2. Empty garbage cans, take garbage home
3. Clean tables and chairs.
4. Clean walls, if needed.
5. Clean glass doors and windows as needed.
6. Sweep and mop floors
7. Shake rugs.
8. Remove all clothes from building.

Exterior:

1. Pick up outside area if needed.
2. Remove any decorations
3. Empty garbage cans, take garbage home.
4. Pick up cigarette butts.

GENERAL INSTRUCTIONS: Replace garbage bags in all trash containers when removing garbage. Make sure to keep mop water clean. Clean and return everything to custodial closet. Do not leave any food in the kitchen, cupboards, refrigerators, or freezers. Empty garbage in bathrooms and check to be sure everything is clean.

THIS IS YOUR FACILITY, PLEASE USE COMMON SENSE AND CARE!!

TRY TO LEAVE THE FACILITY BETTER THAN IT WAS WHEN YOU ARRIVED!!

SAGOLA TOWNSHIP HALL RENTAL AGREEMENT

Sagola Township rents to: _____
(printed name of person renting)

I am a resident of Sagola Township? YES NO (circle one)

The Sagola Township Hall Rental Period starting: _____ (when you get the keys)
through _____ (when you complete the inspection).

Purpose of the rental: _____

Security deposit paid: _____ Rent paid: _____

Renter's signature and assurances: I have read the Sagola Township Hall Rental Agreement.
Furthermore I understand these policies and agree to assume all responsibility, liability, and
abide by all policies, terms, and conditions.

Signature: _____ Date: _____

Address: _____ Phone #: _____

Sagola Twp Received By: _____ Date: _____

Security Deposit Return By: _____ Date: _____

Note/Comments:
