

****MIDDLE BRANCH TOWNSHIP HALL RENTAL RULES AND CHECK LIST****

HALL RENTAL/CLEANING: Beverly Orvis, (231) 743-6168

- HALL RULES: No staples or thumb tacks are to be used, only SCOTCH TAPE.
- No RED Beverages allowed in Hall.
- All tables and chairs must be returned to their proper locations.
- All decorations and garbage must be removed when leaving.
- Close the windows and lock the hall securely whenever leaving the hall.
- Lessee will be responsible for any damages and missing articles and will be charged accordingly.

PLEASE remember the Lessee shall be liable and responsible for all janitorial, maintenance, and cleaning personnel necessary to restore the same to an equal or better condition than prior thereto immediately following such activity. Lessee also agrees to so conduct its activities upon the premises so as not to endanger any person. Lessee also shall comply with all laws of the United States, of the State of Michigan, and to all ordinances, rules and regulations of the Township, and Lessee will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.

NO ALCOHOL OR ILLEGAL DRUGS OF ANY KIND IS ALLOWED ON TOWNSHIP PROPERTY.
NO SMOKING ALLOWED INSIDE THE HALL.

****MIDDLE BRANCH TOWNSHIP HALL RENTAL CHECKLIST****

FOR THOSE (INDIVIDUALS/GROUPS/FAMILIES) USING MIDDLE BRANCH TOWNSHIP HALL.. PLEASE COMPLETE THE FOLLOWING CHECKLIST AND RETURN IT ALONG WITH THE KEYS.

- Have you removed all the garbage/trash from the hall (kitchen/bathrooms/entry way)? _____
- Have you turned down the thermostat(s)? (During the winter months down to 60 degrees). _____
- Have you turned off the stove? _____
- Have you closed and locked any windows that were opened? _____
- Have you removed all YOUR items from the refrigerator/freezer? _____
- Have you wiped off the stove, counter tops, sinks and any tables that used? _____
- Have you stacked all the chairs in the chair carts properly and returned the carts back, or left as you found them? _____
- Have you vacuumed the carpet in the entryways (front and back), in the main room, kitchen, bathrooms, washed any tile flooring and cleaned up any spills? _____
- Have you removed ALL the scotch tape that you have applied to the tables, etc? _____
- Have all the folding tables been taken down and stacked properly? _____
- Have the white tables (at the South end) been put back in their original location? _____
- Have you or your guests left any item(s) outside the front or back door? _____
- Have you turned OFF all the lights and LOCKED all the doors? _____
- Did you become aware of any equipment malfunction while using the hall? Y N
If yes, please explain on the back of this checklist.
- Did any injury or accident happen while you or your guests had use of the hall? Y N
If yes, please explain in detail on the back of this checklist.

Date _____ Signed (Lessee) _____

Date _____ Signed (Lessor) _____
(Middle Branch Township Official)

ALL LIABILITY IS TRANSFERRED FROM MIDDLE BRANCH TOWNSHIP TO THE SIGNER OF THIS LEASE.

PLEASE REMEMBER your deposit will be returned to the Lessee ONLY after the hall has been inspected by the Lessor and the above conditions have been met. (Effective 12/18/1989 * Revised 03-18-2006 * Revised 05-06-2006)

