

# Hall Use Agreement Form Sherman Township, Osceola County

**An agreement form MUST be signed for all Hall use by any group or person not conducting official Twp business.**

Please fill out everything that applies to your situation. Thank you!

Is the person filling out this form the: Renter or Twp official (ie. renter on the phone)

**Rental rates are based on residency in the Twp.** Funeral dinner: Yes No

Name of renter or group/family: \_\_\_\_\_ **Twp Resident: Yes No**

Contact information for (main contact) **person renting the Hall:**

address: \_\_\_\_\_

phone: \_\_\_\_\_ Is this home cell work?

best time to call: \_\_\_\_\_ Text messages? Yes No

2<sup>nd</sup> contact info **Someone else in the group or family** renting the hall: **Twp Resident: Yes No**

name: \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_ Is this home cell work?

best time to call: \_\_\_\_\_ Text messages? Yes No

Date of requested use: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time of use: start of the event: \_\_\_\_\_ approximate end of event: \_\_\_\_\_

Date and time you would like to pick up the key: \_\_\_\_\_

Key may be locked inside the Hall when event and clean-up are completed.

**Twp PREFERS deposit paid as a personal check which will be mailed back or destroyed.**

DEPOSIT MUST BE PAID BEFORE KEY WILL BE GIVEN.

Mail deposit back  Destroy check  Receipt for deposit? Y N 2<sup>nd</sup> receipt for payment? Y N

**\*\* Please initial \*\* Renter had been informed of seasonal nature of garbage service** \_\_\_\_\_

**By signing this rental request I acknowledge that I have read the Use Policy and agree to abide by the rules outline therein.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Mail form to: Sherman Twp Deputy Treasurer, 21309 150<sup>th</sup> Ave., Tustin, MI 49688**

.....  
**FOR OFFICE USE ONLY**

Deposit received: \_\_\_\_\_ (√#) Key picked up as expected: Yes No

Payment received: \_\_\_\_\_ (√#) amount:\$ \_\_\_\_\_

Key returned: \_\_\_\_\_ Hall check done: \_\_\_\_\_ by: \_\_\_\_\_

Tables/Chairs	Vacuuming	Sweeping	Trash	Refrigerator	Dishes	Notes

Deposit returned: Yes No date: \_\_\_\_\_ If no, why: \_\_\_\_\_