

2012 Application to Rent Shelter

Requested Rental Day & Date _____
 Name of Renter _____
 Address _____
 Phone Number _____
 Email Address _____
 Today's Date _____
 Reason for Use of Shelter _____
 Number of People Expected _____ (Maximum of 50 People)

Time Requested

_____ 10:00am to 3:00pm \$50.00 (Weekday) \$75.00 (Weekend/Holiday)
 _____ 3:00pm to 9:00pm \$60.00 (Weekday) \$90.00 (Weekend/Holiday)
 _____ 10:00am to 9:00pm \$110.00 (Weekday) \$165.00 (Weekend/Holiday)

\$100.00 Security Deposit - SECURITY DEPOSIT MUST BE A SEPARATE CHECK

Rental Rules

1. Organizations or groups larger than 10 persons **must** reserve the facility.
2. No charge for Grand Rapids Township Neighborhood Associations.
3. The checks must be from the renter as they are the responsible party and **must be present for the activity.**
4. No rental refunds will be issued within 3 weeks prior to a rental date. If a cancellation occurs before 3 weeks of a rental date, the Township will retain \$25.00 as a cancellation fee and refund the remainder of the rental fee.
5. Absolutely NO alcohol.
6. No commercial uses, concessions or fund raising activities permitted.
7. **Absolutely NO vehicles on the lawn, in the park, or on pathways, for any reason.**
8. Do not remove picnic tables from the shelter house area.
9. Before leaving, clean tables, put trash in dumpster, take down any signs & balloons you put up.
10. Signed contract, rental payment and security deposit must be received to confirm reservations.

Violation of any rules, regulations, or damages will result in loss of security deposit and future ability to reserve the facility!

I, the sponsoring adult, agree to be responsible for the above use of the Township Hall, and ***agree to be in attendance at all times.*** I further accept all liability for damages to the building and/or equipment it contains, and agree to adhere to all building usage rules and regulations that apply to this facility.

By signing this form, I agree to the above terms and rules.

Signature of Responsible Adult _____ Date _____

Official Use Only

Collect Rental Payment
 Collect Security Deposit
 Receipt
 Google Outlook