

**LOWELL CHARTER TOWNSHIP
APPLICATION FOR RENTAL OF COMMUNITY ROOM**

Today's Date _____

Rental Day, Date & Hours Requested _____

Name of Organization/Family _____

Person Representing Same _____

Address _____

Phone _____ HM. _____ WK. _____

Number of Persons Attending _____

Reason for Use _____

RENTAL INFORMATION

1. Community room rental is \$150.00, due with application, which will secure your reservation date. Security deposit of \$200.00 is also required when you pick up the key. Security deposit is refundable within 10 days following rental, provided the conditions of the check list are met. Refund of the \$200.00 will be made only if reservation is canceled at least 2 weeks in advance.
2. The key may be picked up between 9 a.m. and 3 p.m. the day of the rental.
EXCEPTIONS: The Township office is closed on Wednesday and Friday, therefore the key may be picked up by 3 p.m. on Tuesday for Wednesday; and on Thursday by 3 p.m. for the weekend.
3. The Township reserves the right to refuse or revoke permission to use the facility.
4. The above named organization shall be fully responsible for the above use of the Township Community Room and the undersigned sponsoring adult agrees to be personally responsible for such use and agrees to be personally in attendance at the above described event. The undersigned sponsoring adult, on behalf of the of the organization and individually, accepts all liability for damages to the building and/or equipment it contains, and agrees to adhere to all building usage rules and regulations as outlined in the Township's written policies, a copy of which has been previously received and read by the undersigned sponsoring adult. The organization and sponsoring adult both agree to hold the Township harmless from any and all claims arising from the use of the Township facilities.

Signature _____ Date _____

Print Name and Title _____

IT IS REQUESTED THE PAYMENT FOR SECURITY DEPOSIT AND RENTAL FEE BE MADE IN TWO SEPARATE CHECKS, PAYABLE TO LOWELL CHARTER TOWNSHIP. Thank you.