

**LOWELL CHARTER TOWNSHIP**  
**POLICY ON RENTAL OF COMMUNITY ROOM**

In all cases official uses of the Township Hall by the Township Board, other boards and commissions, official meetings, or other governmental organizations will have first priority. In order not to create scheduling conflicts the hall cannot be served for a regular weekly meeting, (e.g. every Thursday at 7 p.m. etc.). It is the intent of this policy to make the hall available whenever possible to Lowell Township groups while avoiding scheduling conflicts.

**General Information**

- \* Hall available to Township residents **ONLY**. Limited to 4 times a year.
- \* You must be 21 years of age.
- \* Room may be reserved no earlier than one year in advance. Groups may not reserve for the same holidays in consecutive years unless no other group reserves the room.
- \* Rental is for one day only; no set-up the day before or clean up the day after.
- \* Maximum seating capacity: 100 (80 chairs and 10 tables available).
- \* Renting the hall does not include the grounds area.
- \* Park only in designated spaces.
- \* Children must be supervised at all times.
- \* You must be out of the hall by 11 p.m. – no exceptions.
- \* **PROHIBITED:**
  - \* **Alcoholic beverages, red punch, smoking, gambling or disorderly conduct.**
  - \* **Candles**
  - \* **No tacks, poster putty or tape on walls, woodwork or ceiling. If used, you will forfeit the \$200.00 deposit.**
  - \* **No commercial use, sales dinners, meetings or seminars for profit.**
- \* Kitchen not to be used to prepare meals from scratch. Carried in foods only.
- \* The applicant agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Township against any and all claims for injury to person or property (including claims of employees of the applicant or any contractor, subcontractor, or invitee) arising out of the activities contracted by the applicant, its agents, members or guests, or invitees. Applicant shall comply with all laws of the United States, of the State of Michigan and all ordinances, rules and regulations of the Township, and applicant will not do or allow anything or any activity on said premises in violation of any such laws, ordinances, rules and regulations.

**Supplies and Equipment Available:**

- \* Coffee pot – 50 cup capacity
- \* Kitchen with stove, microwave and refrigerator
- \* Chairs 80 – Tables 10
- \* Vacuum sweeper
- \* Trash Bags

**Cleaning/Check List**

Receive when you pick up the key.

**I have read the Rental Policy and agree to abide by these rules, regulations and instructions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FIRE OR MEDICAL CALL 911.**



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

Today's Date \_\_\_\_\_

Rental Day and Date \_\_\_\_\_

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 \$150.00 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 5 p.m. Monday and Tuesday or 9 a.m. and 1 p.m. Thursday the week of the rental.
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.