

Big Rapids Charter Township

Hall Reservation Agreement

Revised July 9, 2025

Daily Fees as follows:

Big Rapids Township Resident \$150.00 Non-Resident \$200.00

Non-Profits – Give one-month advance notice for Township Board Approval

Funeral Luncheon/Benefit \$50.00; subject to change by Township Board

Refundable Deposit to secure date of Reservation/Damage/Cleaning Deposit: \$100.00

This contract for the cleaning fee and deposit of Big Rapids Charter Township is made this day, _____, by and between Big Rapids Charter Township, hereafter referred to as the Owner, and _____, hereafter referred to as the Occupant.

Whereas, the Occupant, at least 21 years of age, desires to temporarily reserve, occupy, and make use of the Owner's venue located at 14230 Northland Drive, Big Rapids MI 49307. Known as Big Rapids Charter Township Hall, and

Whereas, the Owner agrees to the deposit and daily rate, occupation, and terms of use in consideration of the payments and covenants provided below.

Now, therefore, the parties agree to the following terms and conditions:

1. The Occupant shall pay to the Owner the sum of \$_____. The remainder, \$100.00, is for damages/security deposit which will be returned to the Occupant upon settlement, minus any charges for actual damages done to the venue by Occupant or his/her associates.
2. The Occupant shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Occupant's _____ event. Owner shall provide to Occupant keys, access control codes, and other items necessary to give Occupant access no later than _____.
3. The full reservation fee for the use of the venue described above shall be \$_____. If the full reservation fee is not received within 15 days after the original \$100.00 reservation deposit, the Owner reserves the right to cancel the reservation.
4. Occupant shall remove all personal property, trash, and other items that were not present in the venue when Occupant took control of it. The Occupant shall be responsible for removing the trash, and placing it in the Township dumpster. The venue shall be returned and cleaned to its original state, including, but not limited to: the original placement of tables, chairs, cleanliness of the entire venue including bathrooms, kitchen area, and main area. **If the hall is NOT cleaned to the standard set above for the next Occupant, the current Occupant will NOT receive their deposit back.**
5. Upon Occupant's completion of their obligations described above, the Owner shall return to Occupant the security deposit minus any amounts deemed necessary to repair damages to the venue caused by Occupant and/or Occupant's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the reserved period, whether or not such persons did so with Occupant's knowledge or consent.
6. In the event that Occupant fails to pay any potential damages beyond the refundable damage deposit, late fees shall accrue upon the unpaid damages at the rate of \$5.00 per day up to \$150 until the amount quoted for repair is paid. Occupant also shall be liable to Owner for any reasonable attorney fees, court costs, and other expenses associated with collection.

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7. Occupant will be liable for physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Occupant or any of Occupant's guests while Occupant is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Occupant's use of the venue.

8. Occupant understands they or their guests, may not park in front of any fire bays, or where signs are otherwise posted. Occupant may park in front of the Township Hall, Fire Hall, Township Offices, and if additional space is needed across the road.

9. Occupant will be permitted to use hall space, both bathrooms, kitchenette, tables/chairs, and items located in the hall between the hours of 8:00am-9:00pm. The maximum capacity for any event at all times will be limited to 85 people.

10. Political parties are prohibited from using government offices for business activities. This prohibition is a core principle in maintaining ethical standards in government and preventing the misuse of public resources. Elected State and Federal Officials may use Township facilities to hold meetings, office hours, or similar forums for the purpose of communicating with and informing constituents of current events, however, those elected officials may not use Township facilities to advance their own political campaigns or interests.

Actions Prohibited, but not limited to:

The Township will not permit smoking or alcohol at any event or use of the hall.

No open flames will be permitted inside or outside of the hall.

No tape can be used upon the walls; hooks can be provided for hanging materials from the ceiling if so requested, but no punctures may be made in the ceiling tiles or walls.

Do not lean any items against the walls.

10. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding and agreement, the parties sign below.

Occupant's Signature and Date	Owner's Signature and Date
Printed Name & Phone Number	Printed Name Big Rapids Charter Township
Address	Address 14230 Northland Drive
City, State, Zip Code	City, State, Zip Code Big Rapids, MI 49307

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Occupant Closing Checklist – to be Returned with Key

If you notice any prior Occupant concerns, please take note of such and let the Owner know

Please clean up after any mess immediately upon occurrence, and inform the Owner if anything was damaged

- ☐ Removal of all items hung from the ceiling for décor purposes, if applicable
- ☐ Clean kitchen (counters, stove, microwave, fridge, utensils and all other items used, along with removal of all food items in fridge/freezer)
- ☐ Place all garbage in Township dumpster located next to Fire Department
- ☐ Replace wastebasket liners (Under Sink, in Utility Closet)
- ☐ Vacuum/sweep/mop; supplies located in Utility Closet on North end
- ☐ Tables and chairs wiped down, and placed in original layout upon arrival, specific to board meetings
- ☐ Make sure lights are off, and **both doors** are locked upon exiting
- ☐ ***IMPORTANT* In cold months, please use the HEAT setting. Please leave heat set to 65° Fahrenheit upon leaving. In hot months, please use the AIR CONDITIONING setting. Please leave AC set to 75° Fahrenheit upon leaving. *DO NOT USE THE AUTO SETTING AS THIS CREATES ICE BUILD UP.***
- ☐ Drop key(s) and this completed checklist into the Township Office drop box located at the top of the stairs

Upon receipt of this checklist and keys, post-inspection, the staff will contact you to return the deposit *if applicable*

In the event of concerns, please contact 231-408-8725 after hours.

Signature

Date