

REPUBLIC TOWN HALL USAGE FORM

I. Regulations in Regard to Use of Building

- a. No function shall be carried on in the building or grounds without adequate adult supervision and an adult in charge that is responsible for all actions of the participants and the condition of the building.
- b. Reservations shall be made with the Township office on a first-come, first-served basis. Such reservation shall be listed on the facility calendar.
- c. Use of the Town Hall will not interfere with the schedule of standing meetings.
- d. Alcohol beverages are not permitted.
- e. Building and equipment should be left in as good a condition as found.
- f. Participants will be expected to complete the preparation and dismantling of the building such as returning chairs and other equipment to their place of storage. Floors must be swept and any trash bagged.
- g. All lights must be turned off, heat turned down, windows and doors secured.

II. Fees

The Town Hall is available for use at not cost by any resident or organization that has a Republic mailing address. All others shall pay a fee of \$25.00. Commercial use of the building is \$225.00 plus an additional \$50.00 cleaning fee. All damages are the responsibility of the lessee.

III. Application and Approval

Application for use of the Town Hall must be made to the Township prior to the event. The Township Board reserves the right to refuse use of the building for cause. The sponsoring organization or individual will be held responsible for those people attending their activities.

IV. Building Keys

Republic Township shall be notified immediately if the key to the building is missing. The Supervisor will then be notified and if the Supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. The responsible adult will be held accountable for all charges incurred for replacement of locks, keys, and labor.

V. Information Required

I, _____, agree to so conduct all activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless Republic Township against any and all claims for injury to person or property (including claims of employees of the responsible adult or any contractor, subcontractor or invitee), arising out of the activities requested by the responsible adult, its agents, members, guests, or invitees.

I shall comply with all laws of the United States, of the State of Michigan and all ordinances, rules, and regulations of Republic Township. Republic Township will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.

Date Requested _____ Time Requested _____

Number of People attending _____

Specific Use: _____

Other _____

Adult Responsible

Adult Responsible-Signature and Date

Address _____ Phone _____

Approved By: _____