

## Whitefish Township Community Center Rental Contract

**INSTRUCTIONS:** Please be advised that the contract for the Whitefish Township Community Center Rental begins on the next page. This page only offers instructions in using this online copy.

- a) Start by calling the Whitefish Township office and verifying availability of the date(s) you wish to use. (906) 492-3452 Office Hours are posted on the website:  
<http://whitefishtownship.org/wtboard.html>
- b) Print out the pages following this online instruction sheet.
- c) Mail in your completed application to  

Whitefish Township Board  
PO BOX 350  
Paradise, MI 49768
- d) Send with a check accordingly, pay to the order of Whitefish Township

# WHITEFISH TOWNSHIP COMMUNITY CENTER RENTAL CONTRACT

The undersigned hereby applies for the use of the Whitefish Township Community Center and its facilities. Upon acceptance, this application shall consummate a rental agreement between the applicant and the Township of Whitefish, Chippewa County, Michigan, upon the terms and conditions set forth.

Name of Applicant \_\_\_\_\_

Organization: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_

Purpose: \_\_\_\_\_

Will alcoholic beverages be present? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, liability insurance proof must be provided in the amount of \$1,000,000 for each day alcohol is present. Attach a copy of your policy to this contract.

**OTHER CONDITIONS:** This building is smoke free for all uses. The premises are to be vacated by 1:00 A.M. with no exceptions. No decorations will be attached in any way to walls. **No glitter, sparkle, or confetti** like decoration is to be used on premises. Nothing shall be removed from the building.

**LIABILITY:** Applicant agrees to take every precaution to safeguard the people who may visit the premises, protect the Township including its property and hereby agrees to indemnify and hold harmless the Township of Whitefish from loss or damage of every kind whatsoever, including but not limited to all costs and attorney fees incurred by the Township at its sole discretion in anyway arising out of disagreement and/or the rental that is the subject of this agreement.. Lessee is responsible for ensuring that liquor is not being served to minors. Law enforcement can be informed when alcohol is being served to watch minors for consumption.

**RESTORATION OF BUILDING:** Except as herein otherwise provided, no alterations to the building shall be made without authorization of the Township. All alterations made in the building shall be restored and the applicant, immediately upon termination of use of the building and furnishings, shall remove structures placed on premises. Reasonable wear and tear thereof; it shall be the lawful right of the Township to terminate this agreement and repossess the premises.

**DEFAULT:** In the event that default shall be made by applicant in the performance of any of the terms hereof; it shall be the lawful right of the Township to terminate this agreement and repossess the premises.

**KITCHEN USEAGE:** Applicant agrees to accept responsibility for use of kitchen dishes, utensils, and appliances. Dishes and utensils must be washed and returned to proper storage areas. ***Nothing is to be removed from kitchen.*** Appliances, stove, and sink areas must be cleaned and free of debris. Kitchen floor must be free of food items and debris. Garbage must be in proper containers. No paper products will be furnished in the kitchen. **STAGE:** ADA restrictions on use of the stage prevents the township from renting out its use to the public. Therefore, the stage is not part of this rental agreement..

**DEPOSIT:** There will be a \$250 deposit collected along with the rental fee. The \$250 deposit will be returned provided the conditions of this agreement are met.

APPLICATION ACCEPTED BY \_\_\_\_\_ (TOWNSHIP OFFICIAL) DATE: \_\_\_\_\_

USE	FEE	DEPOSIT	TOTAL
Free Event – Open to Public w/o Kitchen	\$ 0	\$0	\$0
Free Event –Open to Public w/ Kitchen	\$ 0	\$250	\$250
Private Event—Hall w/o Kitchen	\$35	\$250	\$285
Private Event-Kitchen Rental Only	\$140	\$250	\$390
Private Event- Hall w/Kitchen	\$175	\$250	\$425
Deposit may be waived by Township Board approval. <b>Township clean up fee will be at a \$10 per half hour rate</b>			

## **HOLD HARMLESS AGREEMENT**

The undersigned agrees that he (she) will indemnify and hold free and harmless the Township of Whitefish, Paradise, Michigan, its directors, officers, agents and employees from any and all claims, of any kind in anyway arising out of use of the Township's property, this agreement and/or the rental that is the subject of this agreement, whether third party or first party, including, but not limited to, all costs including attorney's fee incurred by the Township at it's sole discretion.

Contracting Organization: \_\_\_\_\_

Authorized Name (printed): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

COMMUNITY CENTER HALL RENTAL KEY ISSUE \_\_\_\_\_

HALL AND KITCHEN RENTAL KEY ISSUED: \_\_\_\_\_

**PLEASE PICK UP KEY AT SUPERVISOR'S DESK  
BEFORE THURSDAY BETWEEN 10:00AM- 3:00PM**

# COMMUNITY CENTER RESPONSIBILITIES AND CLEANUP EXPECTATIONS

## **THIS BUILDING IS A SMOKE FREE BUILDING**

### ***RESPONSIBILITIES***

- 1) You are responsible for the security of the building. Building must be locked when no one is present.
- 2) You are responsible for charges to replace missing or broken items.
- 3) You are responsible for the safety of your guests. Children must be under adult supervision. Any activity not done in a safe manner is prohibited.
- 4) You are responsible for immediately notifying the Township Supervisor of any damage or problem with the center.
- 5) You are responsible to pick up the Center key from the Township Supervisor no later than Thursday before the event. Key should be left on cabinet in the custodian room when done.
- 6) Turn off all interior lights.
- 7) Use items as they were intended. (ex. - Steam table pan on grill is not permitted)
- 8) Rental tenants **MUST** provide insurance if alcohol is served/provided/allowed. Alcoholic beverages cannot be sold (no fee or charge of any kind) under any circumstances on township property.
- 9) All groups and individual users of the community center kitchen must supply their own cleaning supplies for dishes - i.e. dish soap, dish towels etc. for washing and drying and remove the same from the premises. Items left will be disposed of if not removed.
- 10) If stove hood is needed, toggle switch up for hood fan only (summer use) or toggle switch down for combination hood fan and heated air handler makeup air. Toggle switch to the center for off when finished. Make sure switch is in the off position before you leave.
- 11) Do not tape things to the floor or walls. Tape will leave a sticky residue or pull off paint.
- 12) Do not hang items from ceiling where you must lift panels. Clips OK.

### ***CLEANUP EXPECTATIONS, including, but not limited to the following:***

- 1) **You** are responsible for kitchen cleanup even if catered.
- 2) Dishes, glassware, pots, pans and utensils must be clean, dried, and put away.
- 3) You must clean the grill and/or oven if you use them.
- 4) The floor must be swept (kitchen and main room). Mop cleaning is not necessary.
- 5) Tables and counter tops must be wiped clean.
- 6) Garbage must be deposited in dumpster.
- 7) If moved, table and chairs must be put back to original places.
- 8) Kitchen items must be put back in their **original location.**
- 9) Kitchen equipment (mixers, cutters, microwave, etc.) must be cleaned

## **COMMUNITY CENTER USE GUIDELINES ADDENDUM**

- I. **NEW DOOR LOCKS:** Turn key one way to unlock and then back the other way until you hear the click to lock door again. The locks will stay unlocked until you physically lock it when you leave.
2. Kitchen door takes a different key than the community center double doors.
3. **LIGHT SWITCHES** for north half of center are on the left as you enter the hall. They are not located in the stage room anymore. South light switches are in custodians room as usual.
4. **STOVE HOOD FAN:** If smoke needs to be removed during cooking, use the switch to the left of the stove. Center position is off. Toggle up for hood fan during the summer. In winter, toggle the switch down to engage the heaters and air handler and hood fan to bring in warmed air and move smoke up hood vent.
5. **WASH TOWELS AND DISH RAGS:** Users must supply their own cleaning supplies for dishes. I.E. dish soap, dish towels and rags for washing and drying dishes. Please remove your towels when you leave. Any left in the kitchen will be disposed of if not removed.
6. **When moving table and chairs - DO NOT DRAG - it will scratch and damage the floor. Use tools located in S/E corner by ladders. (see pictures on wall)**
7. **Use of the Center before reserved date(s)** permitted only with approval and NOT before 4:00PM of the day before the reserved date(s). i.e. - decorations, kitchen prep, etc.

**Leave key in Custodian Closet after Event.**

**THERE IS NO REFUND OF DEPOSIT UNTIL KEY IS RETURNED**

## **AUDIO - VISUAL EQUIPMENT REQUEST ADDENDUM**

The signature of the Community Center Agreement Contact also assumes responsibility for the use and proper care of the equipment requested below.

Projector Screen\_\_\_\_\_

Computer Projector\_\_\_\_\_

Microphone (PA system)\* \_\_\_\_\_

42" TV with VHS/DVD player\_\_\_\_\_

\*No equipment is to be connected to PA System

