



# Senior Center Rental Agreement

200 Alfred St., Montrose, MI 48457 810 639-2822

**\*FEE: \$125.00** \*(\$27.00 fee charged for returned checks)\*

**\*DEPOSIT: \$75.00**

**Name (print):** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Type of event (Circle one):** Birthday - Baby/Wedding Shower - Anniversary - Open House - Retirement -  
Other \_\_\_\_\_

**Time of event:** \_\_\_\_\_

I will be present at the event during the entire rental period and in consideration of accepting my application, on behalf of myself and my group or organization using the Montrose Township Senior Citizen building, I agree to release and hold harmless the Township of Montrose and its employees from any claim, demand, suit, loss, cost of experience or any damage which may be asserted, claimed or recovered against or from the renter by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the renter, or by third parties, or by the agents, servants, employees or factors of any of them on the premises known as Montrose Township Senior Citizen building.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **\*FOR OFFICE USE ONLY:\***

\$75 Deposit paid on \_\_\_\_\_ CASH CHECK

\$125 Rental Fee paid on \_\_\_\_\_ CASH CHECK

\$75 Deposit Returned to \_\_\_\_\_ on \_\_\_\_\_  
Name date

## ***Terms & Conditions & Information:***

- The Township of Montrose rents its Senior Citizen building on a first-come-first-serve for \$125. A \$75 deposit is also required. Deposits and fees must be paid at time of rental. (*Fees may be waived for local, non-profit or school-related events -subject to approval by Montrose Township Supervisor.*)
- Renters must provide proof of personal liability insurance coverage in the amount of \$500,000 including property damage insurance coverage. (Contact your homeowner's insurance to obtain this temporary rider insurance)
- The facility is rented "as is." The renter will conduct an inspection before taking possession of the Senior Citizen building and report any damages found as a result of the inspection. The renter is responsible for making sure the building is clean upon leaving.
- The renter is responsible for returning the premises in the same condition as when the renter took possession, excluding ordinary and reasonable wear-and-tear. The renter may be charged for any damage attributed and may forfeit the deposit.
- Senior Citizen building rental is available from 8 a.m. until 9 p.m. **Call (810) 639-2021 to reserve a date.**
- **The facility has a kitchen (*for serving food only*), tables, chairs and restroom facilities. *Dishes or silverware in the Senior Center are not for use by renter.***
- No alcoholic beverages are permitted to be brought on premises or consumed. Smoking is prohibited.
- A key to the Senior Center building will be released to the person signing this agreement on the Thursday before the rental date. If a Township employee or police officer is needed to open the building, the renter forfeits the deposit.
- The person signing this agreement is responsible for returning the assigned key. If the assigned key is not returned within two business days of the rental date, the renter forfeits the deposit.
- All trash and debris must be placed in outside dumpster. Brooms/mops and cleaning supplies are located in the storage room.
- The \$75 deposit fee will be returned to the renter after their event, providing the premises are in same condition as when the renter took possession. Montrose Township reserves the right to refuse refunds on deposit fees.
- The appropriate amount of the deposit will be returned within 14-days of when the key is returned. The Township does not hold deposits as a guarantee for future rentals.

- Rental cancellations should be made seven days before rental date. Cancellations with less than seven days notification will be charged an administrative fee of \$25.
- All activities, including set-up and clean-up, will be conducted within the time block rented. The renter will vacate the Senior Center by the scheduled time.
- Decorations will not be attached to any drywall surface in any manner. Decorations, if used will be displayed with tape only- no nailing, stapling or tacking will be allowed inside or outside of the building.
- Outside signs may be displayed the day of rental and removed on the same day. Any signs on the property before or after the rental date will be removed by Township personnel.
- **Any problems, question or concerns please call Sara Warren (810) 845-8884.**

