

CLAM LAKE TOWNSHIP
8809 EAST M-115
CADILLAC MICHIGAN 49601

CHECK LIST FOR LEASEE

1. NO SMOKING in hall or on Twp. grounds. If you have to smoke, you must do so in your car.
2. Hex key in sliding glass window in entry is to secure the front door unlocked upon arrival and to render it locked upon departure. Be sure to follow this procedure. If you unlock the outside door in the meeting room make sure you relock it.)
3. Thermostat in meeting room can be turned up (winter) to comfortable temp. And then turned back to 60° when leaving.(In summer the thermostat is set for air so you can turn down to comfortable setting)
4. When using the phone in the meeting room, you have to Dial 9 before making a call. Also, no long distance calls can be made nor will you get incoming rings on that phone.
5. Put chairs, tables, etc., back where they were. Remove tape from tables if used.
6. Bring own garbage bags and remove own garbage when you leave. There will be a \$10.00 charge taken out of your deposit fee if your garbage is left.
7. The fan control switch for fans in meeting room is located in the table/chair closet.
8. Clean and sweep floors, and check bathrooms to make sure lights are off and toilets Are flushed.
9. During the winter season, leasee will be responsible for own shoveling of sidewalks As needed.
10. If kitchen is used, make sure range and appliances and all surfaces are cleaned up after event. (Check oven for spillage if used) All table supplies and tableware are to be provided by leasee. Use cutting board for cutting not the counters. **ABSOLUTELY NO RED COLORED PUNCH IS ALLOWED. IT STAINS THE CARPETING AND DOESN'T COME OUT!**
11. Make sure all lights are turned off upon departure. (The one hall light is always on). The hall way light switch is by the main entrance door and the heat is turned down. The light switch for the outside lights is in the hall by the furnace room door. Please turn out when you use them, before leaving.

CLAM LAKE TOWNSHIP HALL
8809 E. M-115
CADILLAC MI 49601
LEASE AGREEMENT
FOR CLAM LAKE TOWNSHIP RESIDENTS ONLY

THIS LEASE AGREEMENT is made this ____ day of _____, 20____, by and between the Township of Clam Lake, a municipal corporation, hereinafter designated "Lessor," and _____, hereinafter designated "Lessee". _____

shall be the responsible contact person for the Lessee.

The Clerk or Supervisor shall represent the township and be responsible to sign the lease, collect rent and deposits in advance, and give out the key. Further, they shall be responsible to follow up with Lessee after the event within 24 hours to collect the key, inspect the facility for proper cleanup and possible damage, and refund the deposit as applicable. Keys are not to be duplicated by the Lessee.

The clerk/supervisor shall report to the Board each month concerning township hall rentals for the preceding month and shall advise the board of upcoming leases. The clerk/supervisor shall also maintain a township hall rental calendar at the township hall.

WITNESSETH:

In consideration of the covenants and conditions hereinafter contained, it is hereby Agreed by and between the parties hereto as follows:

1. The Lessor hereby lets and leases unto the Lessee, the assembly room and associated facilities at the **Clam Lake Township Hall** located at **8809 East M-115, Cadillac, Michigan, 49601** and/or other premises described as:

2. The term of this lease shall begin on the ____ day of _____, 20__, from ____ (A.M./P.M.) to ____ (A.M./P.M.) or such other times as described herein:_____.

3. Said premises may be used for a meeting and/or _____, and for no other purpose, without the written consent of the Lessor. Any activity that increases risks such as overloading the meeting room with people beyond capacity, overloading electrical circuits with equipment, permitting intoxicated persons on Twp. premises, is not acceptable.

4. The Lessee shall pay, in advance, a security deposit as listed in 5 below. This deposit shall be a separate check retained **to assure proper clean up of the facility immediately after the event**, and to help offset any damages incurred as a result of this lease. **Cleanup must occur immediately after this event and trash removed**, unless otherwise stipulated in this agreement. Refund of security deposit will be made **if in the opinion of the Lessor, satisfactory cleanup has been made, and if there are no damages**. Any damages to the facility or equipment will be reimbursed in full by Lessee to the Lessor immediately after event.

5. The Lessee shall pay, in advance, **two separate checks** for rent and deposit, **made out to Clam Lake Township**, the sums listed below depending on group size, to help defray the cost of maintenance, utilities and upkeep of said premises:

- a. Group size **0-25**, Rental Amt. **\$35.00**, Deposit Amt. **\$35.00**, Total Amt. **\$70.00**
- b. Group size **26-50**, Rental Amt. **\$85.00**, Deposit Amt. **\$85.00**, Total Amt. **\$170.00**

c. Group size **51-75**, Rental Amt. **\$100.00**, Deposit Amt. **\$100.00** Total Amt. **\$200.00**

d. Group size **76-150**, Rental Amt. **\$150.00**, Deposit Amt. **\$150.00** Total Amt. **\$300.00**

e. Any unit of government or municipal entities in Wexford County may utilize the township hall for seminars, training, and meetings, subject to availability. Regardless of size, entities using the township hall pursuant to this subparagraph shall be charged under the provisions of paragraph 5a above.

f. The maximum group size of 150 people is for an event where people are coming and going such as an open house. Maximum group size for a chairs only meeting is 120 people. Maximum group size for a gathering with people to be seated at tables is 100 people

6. The Lessee shall not assign, transfer or sublet the premises in this lease, or any part thereof.

7. Lessee shall be liable and responsible for all janitorial, maintenance, cleaning and setup personnel necessary to prepare the premises for the scheduled activity and to restore the facility to an equal or better condition than prior to rental, immediately following the activity.

8. Lessee is responsible to assure that the township premises remain a smoke free, tobacco free, and alcohol free environment. **No alcohol shall be served or allowed to be consumed on the premises.** **Further, no grape or red punch shall be served because of potential damage to the carpeting.**

9. Tables, chairs, and other township equipment shall not be removed from the premises. Further, when these items are used in the hall, they shall be returned to where they were found before the event. Exception: It shall be our policy to loan out to township residents for their private short term use within the township, the metal folding chairs that we have on hand. (Present inventory is 41 metal chairs) These chairs will be available to Twp. residents for a period not to exceed 3 days on a first come first serve basis. This assumes that they will not be needed for hall use. The Township Clerk or Supervisor will be responsible to issue the chairs, get a signed receipt from the borrower, and make arrangements for their return and inventory.

10. There shall be no charge for use of this facility by the Township Board or its subsidiaries, for official functions of the township.

11. At no time shall political signs be allowed on township property or within its facilities.

12. The township has the responsibility to remove snow from the township hall premises during the winter months. The leasee will be responsible for keeping snow removed from sidewalks if needed, while using the hall.

13. The Lessee agrees to conduct its activities upon the premises so as to not endanger any person lawfully thereon and to indemnify and save harmless the Lessor against any and all claims of injury to a person or property (including claims of any invitee) arising out of the activities contracted by the Lessee, its agents, members, guests, or invitees.

14. Lessee shall comply with all laws of the United States, the State of Michigan, and all ordinances, rules and regulations of the township, and Lessee shall not commit nor suffer to be committed, anything on said premises in violation of any such laws, ordinances, rules and regulations.

Amount of Rental Received _____, Amount of Deposit Received _____.

Signature of Lessee _____, Date _____.

Signature of Lessor _____, Date _____.