

# Tyrone Township Hall Rental Use Rules & Application

Location: 28 E Muskegon St Kent City, MI 49330

This public building has a Maximum capacity – 150 persons.

- ◆ Cost for residents: \$175 1-day or \$275 2-days & \$200 security/key deposit.  
Cost for non-residents: \$250 1-day or \$350 2-days & \$200 security/key deposit.  
Setup option the night before is allowed for \$25 fee for up to 3 hours (5:00-8:00pm only) -after checking calendar when key is obtained.
- ◆ **Rental payment reserves your date. Reservations are on a 1<sup>st</sup> come 1<sup>st</sup> serve basis.** \$200 deposit is due when the key is picked up at the Township Office. (Please keep the deposit amount separate from rental amount if paid at the same time.) Non-profit organizations may apply to the Tyrone Township Board for a waiver of the rental fee.  
**Cancellation policy:** Full refund of rental fee if cancellation is (60) days prior to event. Cancellation of rental date that is less than (60) days prior to event will forfeit rental fee.
- ◆ Upon inspection after use-the deposit will be refunded. Should repair or extra cleaning be required, the cost of cleaning will be deducted from the deposit. If damage amounts to more than \$200, the person signing the lease will be held financially responsible. Lost key results in loss of entire deposit. Any violation of the rules listed will result in forfeiture of deposit. **The key must be returned to the Township Office by the next business day.** Office hours are Monday, 9:00am-6:00pm, Tuesday & Thursday 9:00am-3:00pm and Wednesday 9:00am-5:00pm. The office is closed on Friday.
  - ◆ **No alcoholic beverages inside or outside**
  - ◆ **No smoking** inside building
  - ◆ **No gambling**
  - ◆ **No tacks, adhesive material, poster putty, stick-tack or tape on the walls, woodwork or ceiling.** Nothing is to be hung from the ceiling or walls.
  - ◆ **No red punch** - it stains the carpet.
  - ◆ **No miniature shaped confetti/glitter** – vacuum won't pick up.
  - ◆ **No trash is to be left** inside or outside the building (you supply trash bags)
  - ◆ **No early setup is allowed without prior approval**
- ◆ **Children must be supervised, inside and outside, at all times.**
- ◆ You are responsible for any clean-up necessary to return the room to the original condition. All trash (including bathrooms) needs to be collected and taken with you when you leave. (This includes gum)
- ◆ You must supply all dishes, serving utensils, dishtowels, trash bags
- ◆ Do not place hot objects, such as cookware or warming trays directly on tabletops.
- ◆ **DO NOT BLOCK THE DOOR ENTRANCES – THESE ARE FIRE EXITS!**

- ◆ Parking is available to the east side & south side of the building
- ◆ Return all tables & chairs to the storage room after wiping them down and *do not block the doorway to the north.*
- ◆ You are responsible for vacuuming the carpet & entry rugs before leaving. The vacuum & mop are kept in the table/chair storage room.
- ◆ **No activity shall last after 11:00pm** (Clean up and doors locked by 11:30pm). Exceptions must be approved in advance. Renter shall secure the building after use by properly locking all the doors & turning off lights.

### **RENTER CHECK-LIST RESPONSIBILITIES AFTER TOWN HALL USAGE**

- Vacuum carpet & entry rugs
- Appliances & kitchen counter are properly cleaned  
*Do not pour grease down the sink*
- Empty refrigerator and freezer of items you brought
- Mop kitchen area- clean countertops
- Wipe down tables and chairs as needed
- Take all trash with you – including bathrooms: no trash is to be left in or outside the building including GUM (you supply trash bags)
- Turn off all lights
- Check for items left behind (coats, gloves, dishes, camera, etc)
- Lock the doors & pull on the outside to check
- Ready for next rental

Any questions or problems please call  
Juli Hall 616-893-8598

TYRONE TOWNSHIP HALL RENTAL APPLICATION – (Resident)  
In consideration for the use of the Tyrone Township Hall  
located at 28 E Muskegon St. Kent City, MI 49330  
(616) 678-4779 or fax (616) 678-5513

Rental Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

\$175 (1-day) \_\_\_\_\_ \$275 (2-day) \_\_\_\_\_ \$200 deposit \_\_\_\_\_

Group/ Purpose for renting: \_\_\_\_\_

**All rules and regulations are to be adhered to as outlined.**(please see rule sheet)

**INDEMINIFICATION AGREEMENT:** For the (renter)\_\_\_\_\_ agrees to defend, indemnify and hold harmless Tyrone Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Tyrone Township 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)\_\_\_\_\_, Tyrone Township or by third parties, or by the agents, servants, employees or factors of any of them.

I understand smoking is prohibited, and that alcoholic beverages are not allowed on Township property. I, sponsoring adult, agree to be in attendance at all times. It is my understanding that violation of any of the rules will result in my inability to rent the township facilities at a later date and/or forfeiture of \$200 Deposit.

Person in Charge: \_\_\_\_\_ Phone# \_\_\_\_\_  
Print name

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

Address: \_\_\_\_\_  
(show valid picture ID or driver's license)

\_\_\_\_\_

\* \* \* \* \*

**Office use only**

Fee: \$ \_\_\_\_\_ Date \_\_\_\_\_ Deposit pd: \_\_\_\_\_ Setup fee: \$25 \_\_\_\_\_ Date \_\_\_\_\_

Key # \_\_\_\_\_ Returned \_\_\_\_\_ Deposit Refund Date: \_\_\_\_\_

TYRONE TOWNSHIP HALL RENTAL APPLICATION – (non-Resident)  
In consideration for the use of the Tyrone Township Hall  
located at 28 E Muskegon St. Kent City, MI 49330  
(616) 678-4779 or fax (616) 678-5513

Rental Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Non-Resident \$250 (1-day) \_\_\_\_\_ \$350 (2-day) \_\_\_\_\_ \$200 deposit \_\_\_\_\_

Group/ Purpose for renting: \_\_\_\_\_

**All rules and regulations are to be adhered to as outlined.**(please see rule sheet)

INDEMINIFICATION AGREEMENT: For the (renter)\_\_\_\_\_ agrees to defend, indemnify and hold harmless Tyrone Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Tyrone Township 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)\_\_\_\_\_, Tyrone Township or by third parties, or by the agents, servants, employees or factors of any of them.

I understand smoking is prohibited, and that alcoholic beverages are not allowed on Township property. I, sponsoring adult, agree to be in attendance at all times. It is my understanding that violation of any of the rules will result in my inability to rent the township facilities at a later date and/or forfeiture of \$200 Deposit.

Person in Charge: \_\_\_\_\_ Phone# \_\_\_\_\_  
Print name

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

Address: \_\_\_\_\_  
(show valid picture ID or driver's license)

\_\_\_\_\_

\* \* \* \* \*

**Office use only**

Fee: \$ \_\_\_\_\_ Date \_\_\_\_\_ Deposit pd: \_\_\_\_\_ Setup fee: \$25 \_\_\_\_\_ Date \_\_\_\_\_

Key # \_\_\_\_\_ Returned \_\_\_\_\_ Deposit Refund Date: \_\_\_\_\_