

OSHTEMO COMMUNITY CENTER

6407 Parkview
RENTAL APPLICATION

Name _____
(must be age 21 or older) (Photo ID required)

Address _____
If not a resident, are you a Township property and/or business owner ___Yes ___ No

Location of property owned if not a resident: _____

Name/Address of Business if not a resident: _____

Phone _____ Are you a first time user? ___Yes ___ No

Rental Period Requested—Day of the week, date, & time.

M T W TH F SA SU ____/____/____ Arrival Time _____ a.m. p.m.
Departure Time _____ a.m. p.m. (no later than midnight)

Early entry is NOT permitted, if evidence is found to the contrary, charge for an additional rental period will be made.

Purpose _____

If other than a family event provide name of group and group contact person & phone #:

Room to be Used ____South Room (occupancy 60) ____North Room (occupancy 40)

Number of People Expected to Attend _____

**I will be present at the event during the entire rental period and assume liability for any & all damage to the rental property.
I have read & agree to comply with the rules for use and the cancellation policy. _____ (initial here)**

Signature _____ Date _____

Fees: Security Deposit First time user—\$250.00, 2-5 rentals—\$100.00, After 5 rentals in good standing—\$50.00
1/2 day is 6 hours or less—full day is more than 6 hours

____weekday—\$ 50.00 1/2 day ____weekend—\$75.00 1/2 day All users—\$75.00 key deposit
____weekday—\$ 75.00 full day ____weekend—\$100.00 full day

Oshtemo Based Civic Groups: Fees one half of resident rate unless agreement for in kind service has been approved by the Township Supervisor and/or Clerk.

Proof of liability insurance required, either a copy of your homeowners declaration page or for those who do not have homeowners insurance, a one day special event policy.

Rental fee must be paid at time of reservation—see cancellation policy on back.

First time users—Maintenance will meet you at your start time to provide check-in/access and return at your end time for check-out/inspection. **If you leave prior to check-out/inspection, 50% of your deposit will be forfeited.**

Repeat users—key can be picked up at the Township Office on the last business day prior to the rental date. **IMPORTANT: The Township Office closes at 1:00 pm on Fridays. Please plan accordingly to obtain your room key during office hours.** If key is not picked up and special arrangements must be provided, renter will forfeit one half of the security deposit.

There will be a \$30.00 fee charged if your check is returned.

Fee \$ _____ paid _____ Security Deposit paid \$ _____ on _____
Key Deposit paid \$ _____ on _____

DL____ Proof of Ins____
Maint ____ Calendar ____ Web____ History ____ New User?____ Trash Bag ____ Security & Deposit returned \$ _____ on _____

Rules for Use

The Township buildings have been built and furnished with the public funds of its taxpayers, and Township officials, being aware that they are the custodians of the taxpayers' property, have formulated the following conditions for renters:

- Must be age 21 or older and a Township resident, property or business owner to rent the facility.
- Rental fee is due when reservation is made and security deposit is payable when the key is picked up on the last business day prior to the rental.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises.
- There will be **NO SMOKING** on the premises.
- There will be **NO GAMBLING** on the premises.
- Tape may not be used on painted surfaces or floors, and staples are not permitted to secure decorations.
- No commercial events that are open to the public.
- No storage of personal property will be allowed. The Township will not be responsible for property left in the building.
- The user will indemnify Oshtemo Township against any claims arising from the use of the premises.
- **The premises must be vacated no later than midnight.**
- **Dishes, silverware, dish cloths, cleaning products, and dishtowels not provided.**
- The following equipment is available for use: tables, chairs, microwave, sink, refrigerator.
- Trash bags are provided and all garbage must be placed in the trash receptacles provided **outside** the building.
- Snow removal at entrance is the responsibility of the renter. Shovel & salt will be made available.
- **All clean up must be completed during the rental period. Cleaning supplies are NOT provided.**
- Before leaving, please check that:
 1. All windows are closed.
 2. The kitchen area is properly cleaned.
 3. Tables have been wiped off.
 4. Floors have been vacuumed.
 5. Items in room have been returned to original location.
 6. No trash has been left inside the building.
 7. Lights are turned off in restrooms, rooms, and foyer.
 8. Return thermostat to Heat at 60 degrees with fan at Auto.
 9. Return key to Township Office, if after hours, a drop box is available in the parking lot.

All Users—\$25.00 maintenance fee will be assessed if Items 1-8 not completed by renter.

First time users—If you leave prior to check-out/inspection, 50% of your deposit will be forfeited.

Failure to comply with any of the above conditions will result in immediate revocation of the rental and forfeiture of the security deposit.

- **Maintenance checks the facility after each rental; written/photographic documentation will be made if deficiencies are found.**
- Security deposit is returned by mail within 2 weeks of rental if conditions are met and the key has been returned.
- **To insure proper use, the facility is monitored through physical inspection and/or video surveillance.**
- **Cost of any repair to the premises or property therein will be deducted from the security deposit. Any cost in excess of the security deposit, will be billed to the renter.**

Cancellation Policy

- If the facility rental is cancelled, you must notify the Township by either:
 - phone 269.216.5224 or fax to 269.375.7180.
 - e-mail to deverett@oshtemo.org or djoshtwp@oshtemo.org
 - mail to 7275 West Main Street, Kalamazoo, Michigan, 49009
- Rental fee will be refunded based on notice given, the security deposit, if paid, will be refunded in full.
- **General Policy:**
 - Cancellations received 4 weeks prior to the rental date will receive a full refund of the rental fee.
 - Cancellations received less than 4 weeks but more than 2 weeks prior to the rental date will receive 50% refund of the rental fee.
 - Cancellations received less than 2 weeks prior to the rental date will receive no refund.
- **Holiday Policy: CHRISTMAS DAY, NEW YEARS DAY, MEMORIAL DAY AND 4th OF JULY**
 - Cancellations received 8 weeks prior to rental date will receive a full refund of the rental fee.
 - Cancellations received less than 8 weeks but more than 6 weeks prior to the rental date will receive a 50% refund of the rental fee.
 - Cancellations received less than 6 weeks prior to the rental date will receive no refund.

The following equipment is available for use:

South Room (occupancy 60)

10 round tables
60 chairs

Microwave
Small Refrigerator
Sink

North Room (occupancy 40)

7 round tables
40 chairs

Microwave
Small Refrigerator
Sink

A vacuum and a snow shovel are left in the entryway for use in rooms and on sidewalks if needed.