

# Oshtemo Community Center Rental Application

6407 Parkview Avenue, Kalamazoo MI 49009

Pick up key by: \_\_\_\_\_ on \_\_\_\_\_  
(If not first time renter)

Are you an Oshtemo resident, property or business owner?  Yes  No      Rented OCC in last 3 yrs?  Yes  No

Name/Business: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group contact person/phone, if applicable: \_\_\_\_\_ Will alcohol be served?  Yes  No

Type of event: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

### Room and Rental Period Requested—Day of the week, date, and time:

Room Requested:       South Room (occupancy 60)                       North Room (occupancy 40)

M T W TH F SA SU      \_\_\_\_/\_\_\_\_/\_\_\_\_      Arrival \_\_\_\_ am/pm (no earlier than 8:00am)

Departure \_\_\_\_ am/pm (no later than 10 PM )

Rental fee must be paid at time of reservation.

Rental Fee:	Weekday (Mon-Thurs)		Weekend (Fri-Sun)	
	4 hours or less	More than 4 hours	4 hours or less	More than 4 hours
Discounted resident rate	\$75	\$125	\$125	\$150
Regular rate	\$125	\$200	\$200	\$250

Non-profit organizations with at least one member that is an Oshtemo Township resident: fee may be waived or reduced in exchange for in-kind service or donations if approved by the Township Supervisor and/or Clerk.

**Security Deposit: \$200**

**(Optional) Liquor Liability Deposit: \$250**

#### Proof of Insurance:

Proof of liability insurance required. (Copy of homeowners declaration page or one day special event policy.)

If alcohol will be served, Certificate of Insurance Liability listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (\$1,000,000 min.) is also required.

Deposit and Proof of Insurance must be submitted at least seven days prior to reservation date.

If not received at least seven days prior, rental fee is forfeited and Township reserves the right to cancel reservation.

#### Building Access:

Maintenance staff will meet you at designated start and end times for instructions and inspection. You must stay in the building. \* If you rented the community center in the last three years and received a full refund of your security deposit, you may pick up a key at the Township Office on the last business day prior to rental date rather than meeting with Maintenance staff at the start and end time of your rental. **Please Note: Township office closes at 1:00 pm on Fridays, and is closed for certain holidays. Please plan accordingly to obtain your room key during office hours.** If key is not picked up and special arrangements must be provided, one half of security deposit will be forfeited.

**Renters without a key must be present the entire rental period. Renters with a key must lock the doors if leaving the property.**

**Nuisance.** Renter shall be responsible and shall pay all damages and charges to the Township, or any others, for any nuisance made or suffered on the premises or way bordering thereon resulting from the activities of the Renter.

**Indemnity by Renter.** Renter will indemnify Oshtemo Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, and/or damages to property arising from or out of the occupancy or use by Renter of the said premises or any part thereof or any other part of Township's property, occasional, wholly, or in part by any act or omission of Renter, its agents, contractors or employees.

**Release Form.** Your signature indicates that you have read and agree to abide by all the information included in this application, including the rules on the second page of this form.

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

Office Use Only: New User?  Rental fee paid: \$ \_\_\_\_\_ on \_\_\_\_\_ Security Deposit paid \$ \_\_\_\_\_ on \_\_\_\_\_  
 DL  Proof of Ins  Proof of Liquor Liability  Liquor Liability Deposit paid: \$ \_\_\_\_\_ on \_\_\_\_\_  
 Maint  Calendar  Web  History  Trash Bag  Deposit returned \$ \_\_\_\_\_ on \_\_\_\_\_

## Rental Policy

***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:***

- Rental fee is due when reservation is made. Security deposit and proof of insurance due at least seven days prior to the event.
- Renter must be 21 years of age or older. Photo ID required.
- First-time renters are not eligible to rent a township facility on a holiday.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises without Alcohol Agreement approval. (See Facility Rental Alcohol Policy below)
- There will be **NO SMOKING** on the premises.
- There will be **NO GAMBLING** on the premises.
- Decorations may not be attached to walls, ceiling or lights.
- Commercial events that are open to the public are not allowed.
- Storage of personal property is not allowed. The Township will not be responsible for property left in the building.
- **The premises must be vacated no later than 10 pm.**
- The following equipment is available for use: 5' round tables, chairs, microwave, sink, refrigerator, broom or vacuum.
- Trash bags are provided and all garbage must be placed in the trash receptacles **outside** the building.
- Snow removal at entrance is the responsibility of the renter. Shovel and salt will be made available.
- All clean up must be completed during the rental period. Cleaning supplies are NOT provided.
- Questions during your rental period? Call 269-216-5243.

***Failure to comply with any of the above conditions will result in immediate revocation of the rental.***

### **Before leaving, please check that:**

1. All windows are closed.
2. Kitchen area is clean.
3. Tables have been wiped off.
4. Floor has been swept.
5. Tables and chairs have been returned to original location.
6. Trash, including restroom trash, has been taken out of the building.
7. Lights are turned off in restrooms, rooms, and foyer.
8. Thermostat is set to Heat at 60 degrees with fan at Auto.
9. Return key to Township Office. If after hours, use drop box in the parking lot.

**All Users—Maintenance fees will be assessed if any rental policies are violated.**

**Renters without key: \$125 of your deposit will be forfeited if you leave prior to inspection.**

**Renters with key—\$75 fee will be charged if key is not returned to the Township Hall.**

## **Facility Rental Alcohol Policy**

**Renters of the Grange Hall and Oshtemo Community Center are permitted to serve alcohol only under the following conditions. Alcohol is prohibited in all other Oshtemo Township parks and facilities.**

1. Insurance Requirement: Certificate of Insurance listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (minimum \$1,000,000).
2. Additional \$250 security/cleaning deposit.
3. Renter must ensure that alcohol is not consumed by minors (age 21 and under).
4. Alcohol is allowed inside the building only.
5. No alcohol sales permitted, i.e. no cash bar.
6. All events may be subject to Township inspection and video surveillance.
7. If alcohol is served without meeting all of the requirements listed above, the entire Security Deposit will be forfeited.

## **Cancellation Policy**

- To cancel a facility rental, you must notify the Township by either:
  - phone at 269-375-4260 or fax to 269-375-7180.
  - e-mail to oshtemo@oshtemo.org
  - mail to 7275 West Main Street, Kalamazoo, Michigan, 49009
- Upon cancellation, security deposits will be refunded the next time the Township processes payables. Regular **rental fees** will be refunded in full if received 4 weeks prior, and 50% if received less than 4 weeks but more than 2 weeks prior. Cancellations received less than 2 weeks prior to the rental date will receive no refund. **Holiday (Christmas Day, New Years Day, Memorial Day, 4th of July) rental fees** will be refunded in full if received 8 weeks prior, and 50% if received less than 8 weeks but more than 6 weeks prior. Cancellations received less than 6 weeks prior to the rental date will receive no refund.