

Oshtemo Community Center Rental Application

6407 Parkview Avenue, Kalamazoo MI 49009

Are you an Oshtemo resident, property or business owner? Yes No

Have you rented the OCC in last 3 years? 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 (Maximum 60) North Room (Maximum 40)

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

Departure am/pm (no later than 10:00 pm)

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

Minimum 7 day advance notice. Rental fee due at time of reservation. Payments must be made by Applicant

(Required) Security Deposit: \$200

(Optional-Additional) Liquor Liability Deposit: \$250

Security deposits are refunded by check on the next payable processing date after rental is complete and inspected.

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.

Security 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:

- First time renters—Maintenance staff will meet you at designated arrival time for instructions and departure time for final inspection. ***You must remain on the premises the entire rental period. 50% of your security deposit will be forfeited if you leave prior to inspection.***
- 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. All doors must be locked if the property is left unattended. **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, 50% of security deposit will be forfeited.

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 Deposit returned \$ _____ on _____

02/2026

Rental Rules for Private Events

- Renter must be 21 years of age or older. Photo ID required.
- Facilities are not available for rent on any Township observed Holidays.
- Commercial events or private sales that are open to the public are not allowed.
- Collection of any entrance fees on the premises is prohibited.
- There will be **NO ALCOHOLIC BEVERAGES** served or consumed on the premises without Alcohol Agreement approval. (See Facility Rental Alcohol Rules below)
- There will be **NO SMOKING** and **NO GAMBLING** on the premises.
- Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, that emanates off the property will not be tolerated and will result in the immediate closure of the event.
- Decorations may not be attached to walls, ceiling or lights. Neither Confetti nor Glitter is permitted.
- 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. All clean up must be completed during rental period.**
- The following equipment is available for use: 5' round tables, chairs, microwave, sink, dorm sized refrigerator, and broom. Other cleaning supplies are NOT provided
- 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.
- Questions during your rental period? Call 269-550-8360 or 269-216-5243.

**To ensure the full return of your Security deposit, the following tasks must be completed before leaving:
Failure to complete tasks will result in deduction(s) from your security deposit.**

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. First time renters MUST stay until Maintenance Staff arrives to inspect building and lock up. Renters in possession of a key must return it to Township Office. If after hours, use "Tax Payment" drop box in the Township office parking lot.

Facility Rental Alcohol Rules

Renters are permitted to serve alcohol only under the following conditions:

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.

**Failure to comply with any of the above may result in immediate revocation of the rental.
In addition, a maintenance fee may be assessed if any of the above is violated. Please initial _____**

Cancellation Policy

- To cancel a facility rental, you must notify the Township by one of the following: phone (269-375-4260) fax (269-375-7180), or e-mail to rentals@oshtemo.org or mail to: Oshtemo Township 7275 West Main Street, Kalamazoo, MI, 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.
- Oshtemo Township reserves the right to cancel a reservation with no refund if there is an expectation that any Rental Policy will be violated.

RENTAL INSPECTION CHECKLIST

Addendum to Rental Application for (Name): _____

Rental date: _____ **Rental space:** _____

Please complete this checklist at the start of your rental period, noting the condition of the rental space. Take pictures or video of any existing damage. Review it again before leaving to ensure that all listed tasks are complete.

Failure to perform a task or abide by a rental policy will result in a deduction from your security deposit in the amount shown on the checklist. Please be aware that you could be responsible for the cost of repairing damages or cleaning that is **more** than the amount of your security deposit. Cleaning supplies are not provided so renters will need to bring their own, including paper towels and spray cleaner. A broom is provided. Questions? Call 269-550-8360 or 269-216-5243.

Task	Condition on arrival	Condition on departure	Maintenance fee for failure to perform task
All windows are closed.			\$25
Kitchen area is clean, including sink & counter. Grange - \$40, OCC and Drake Barn - \$25			\$40 or \$25
Tables and chairs are clean.			\$25
Tables and chairs are in their original location on carts or in rooms as found upon your arrival.			\$40
Floors are swept, clean and mopped if needed. Grange - \$50, OCC and Drake Barn - \$25			\$50 or \$25
All trash, <i>including restroom trash</i> , is placed in the receptacles outside the building.			\$25
Trash is limited to two large bags per rental. Excess trash must be removed from the property.			\$25
Thermostat is set to Heat 60 degrees, Fan is set to Auto.			\$25
All lights and ceiling fans are off in building.			\$25
Door is locked (if you received a key). Do not leave building unlocked.			\$100
Key is returned to the Township Office (if you received a key).			\$75
Renters without a key must stay on the premises until Maintenance Staff arrives to inspect and lock up. 50% of the security deposit is forfeited if the building is left unattended.			50% of deposit
Decorations may NOT be attached to walls or ceiling. Maintenance fee will be charged for any damage to walls or ceiling.			Actual cost to repair, may exceed \$1,000
Maintenance time for additional clean up			\$50.00 per hour