

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 midnight.**
- 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.

First time users—50% of your deposit will be forfeited if you leave prior to inspection.

Users with keys—\$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.