

Dorr Township Hall
Located at 4196 18th St
Facility Rental Rules & Regulations

Reservations & Charges:

Township Hall & Parking Lot reservations will be made through the receptionist. All except township-affiliate organizations shall complete a written reservation form. All parties other than elected and appointed commissions of Dorr Township shall pay a usage fee of \$50.00 for Township resident and \$100.00 for non-resident per calendar day and a \$50.00 refundable security deposit for the use of the Township Hall/Complex facility.

Township reserves the right to limit/restrict uses.

Township reserves the right to cancel or reschedule any reservation that conflicts with official business of the township (elections, etc.). In case of the township cancelling reservation, a full refund will be issued.

Conditions: Responsibilities of Users

Complete a written request for use of room and payment.

Sponsoring person/organization must be present during the event and shall provide adult supervision.

Ensure building security, lock-up afterwards, and stay out of prohibited areas (fire station, office, ambulance areas, etc.).

Clean-up trash and garbage and place in dumpster/trash bin prior to leaving.

Report any damage to building, furniture or plants. The township shall request payment for damage or repairs from the group.

Everything must be left in the same condition as upon entry.

Kitchen Use:

Use for serving lunches, catered meals, potlucks, and similar use; NOT for preparing meals from scratch.

After using it, clean-up and remove garbage.

Reservation Policy:

The reservation/rental form shall be in writing and submitted to Dorr Township office staff. All areas of the application must be filled out completely and must be signed by a responsible representative of the requested organization or party. Reservations may be made within one year of the reservation date. Reservations must be made at least two weeks in advance.

Definition of Class:

Resident: Dorr Township Residents must reside within Dorr Township boundaries.

Non-Resident: Non-Residents, organizations, institutions, agencies, groups that are not located within Dorr Township boundaries.

Fee Note: Anyone charging a fee or planning to sell products will be charged the non-resident rate.

Cancellation & Refunds: Rentals will be subject to the following cancellation refund procedures:

- No rental fee refund will be given with a notice of thirteen days or less.

Payment Fees:

Payments must be paid at time of the reservation. Prior approval is required for charging admission.

Security Deposit:

A \$50.00 Security Deposit is required for all rentals. The security deposit must be paid separately by check or money order on the day of the rental. You will receive the security deposit back if the facility is left in good condition.

Hours:

The reservation time shall include all preparation, activities, and clean up and restoration.

Smoking/Alcohol:

Dorr Township prohibits the smoking and possession or consumption of any alcoholic beverages within the township hall and its facilities.

Cleaning:

Cleaning shall consist of sweeping, cleaning tables/counters, and removing all trash and decorations from the building. Deposit all trash into carts located behind the building.

Damage:

Any damages to any Dorr Township Hall equipment or property will be charged to the renter and shall be deducted from the security deposit. If these costs for damages exceed the amount of the security deposit, a bill for the balance will be mailed to the renter who will be required to reimburse the Dorr Township for such costs for damages.

General Liability Insurance:

Organizations requesting a rental may be required to provide proof of liability insurance naming Dorr Township as "Additional Insured" for the event.

Dorr Township Hall
Located at 4196 18th St
Reservation and Rental Form

Beginning the first business day of January, the Dorr Township office will begin accepting reservations for the Township Hall and its facilities for the current year. Reservations will be made on a first come, first serve basis by calling (616) 681-9874 or visiting the Township office located at 1683 142nd Avenue. Payment will be required within 10 days of the date reservation is made. If payment is not received within 10 days, the reservation will automatically be canceled. All fees are non-refundable.

Township Hall rental shall be \$50.00 for township resident and \$100.00 for non-residents per day. A \$50.00 Security Deposit is required for all rentals. **The security deposit must be paid separately by check or money order. You will receive the security deposit back if the facility is left in good condition.**

**RESERVED PERSON/GROUP MUST HAVE A COPY OF THE RESERVATION FORM ON SITE TO VERIFY USE.
**PERSON/GROUP RESERVING THE TOWNSHIP HALL WILL BE HELD RESPONSIBLE FOR RESTORING THE AREA TO ITS ORIGINAL CONDITION.

THE DEPOSIT WILL BE FORFEITED IF ALL AREAS NOT CLEANED UP.

Hall Rental and Facilities (per day): \$ _____
Deposit: \$ _____
Total Payment: \$ _____

Please type or print clearly and return full payment to the Township Office.

Adult Township Resident _____ Adult Non-Resident _____

Name: _____ Telephone #: _____

Group Representing: _____

Address: _____ City: _____ ST: _____ Zip: _____

Purpose: _____ Date of use: _____ Time of use: _____

Payment Enclosed: \$ _____ Check or Money Order # _____

I certify that I am an authorized representative of the group making the reservation for the Dorr Township Hall and facilities. I certify that I am at least 18 years of age, and shall accept full responsibility for the orderly conduct of the persons who attend the function, and for any damage to Dorr Township property, and assume all responsibilities for damage to persons who are part of the group, and hold Dorr Township harmless in the event any injury claim of judgment is filed against said Township. I also certify that I am aware of the Township Hall rules and agree to abide by them.

Signature: _____ Date: _____

Please make checks payable to Dorr Township

Adopted June 4, 2009, Amended July 26, 2018
Effective September 1, 2018

Dorr Township Board