

**COOPER CHARTER TOWNSHIP
COMMUNITY ROOM RENTAL APPLICATION**

TAXPAYING RESIDENT/RENTER _____

ADDRESS _____ CITY _____

ZIP CODE _____ PHONE NUMBER _____

REASON FOR USE _____ # OF PEOPLE INVITED _____

DATE REQUESTED _____ TIME IN _____ TIME OUT _____

RENTAL FEE _____ DATE PAID _____

SECURITY DEPOSIT _____ DATE PAID _____

SECURITY DEPOSIT WILL BE RETURNED IF ALL RENTAL POLICY AND PROCEDURES HAVE BEEN MET.

SECURITY DEPOSIT REFUNDED _____ DATE REFUNDED _____

REASON FOR LESS THAN 100% REFUND OF SECURITY DEPOSIT _____

Renter Agrees:

I, _____ (signature), agree to the terms and conditions of this rental. I recognize and am fully aware that if I choose not to take out separate liability insurance for this event that I may be held solely and personally liable for damages or injuries that may result from this rental. I DO NOT intend to serve alcohol at this event nor will I allow any smoking, vaping or drug use on the property. I also recognize that any matters not covered by said rules and regulations in this agreement shall be at the discretion of Cooper Charter Township (hereinafter "The Township"). I HEREBY AGREE TO ABIDE BY THE ATTACHED RULES AND REGULATIONS WHICH I HAVE READ AND UNDERSTAND. I CONFIRM THAT I AM AT LEAST 18 YEARS OF AGE AND THAT I AM A TAXPAYING RESIDENT OF "THE TOWNSHIP".

RENTAL POLICY AND PROCEDURES

The Township of Cooper permits the rental of the community room located at 1590 West D Ave, Kalamazoo MI 49009 to tax paying residents only. Soliciting, lobbying, fundraisers, auctions, sales of any type, and the displaying, advertising or leasing of any article or service is strictly prohibited.

1. **RESERVATIONS:** Reservations will only be made once the deposit, rental fee, and this rental form have been completed fully and submitted to the Township Office. Max Occupancy 104 guests.
2. **ROOM RENTAL FEES:** Rental Fee is \$300.00; Rental Deposit is \$250.00
3. **AVAILABILITY:** The room is available for rent for one day of each Friday/Saturday/Sunday weekend between 7:00am and 9:00pm (*and some weeknights between the hours of 3:00pm and 9:00pm*) in 6-hour increments with one hour before and one hour after for setup and cleanup.
4. **CANCELLATION FEE:** The Township of Cooper reserves the right to cancel any reservations due to an emergency, unforeseen circumstance, or for any reason with advance notice given as soon as possible. In these instances, a full refund will be made. **If you cancel your rental within 14 days of your event date, you will forfeit \$50 of your rental fee, but would receive a full refund of your deposit and the balance of your rental fee. No rain check or refunds will be given due to inclement weather.**
5. **ENTRY/EXIT TO FACILITY:** The rental applicant must collect their key fob from the Township office on the last business day before their rental date. The key fob is what will be used to gain entry to the double glass entry doors as well as the wooden community room door. Please use the hex key found hanging on the key fob to lock open the glass door emergency bar for your guests entry. Use the door kick stands on the wooden doors to hold them open for your guests. Use the hex key again to release the emergency bar when leaving the building. Failing to lock the building upon your exit will result in a loss of your deposit. **REMEMBER TO LEAVE THE KEY FOB IN THE DROP BOX WHEN YOU LEAVE!!**
6. **AVAILABLE FOR USE:** The following is a list of items and/or appliances available for use at no additional charge. (26) 6' Rectangle Tables, (13) 72" Round Tables, chairs, Stove/Oven, Microwave, Refrigerator/Freezer, 40-cup coffee maker.
7. **NO TOWNSHIP PROPERTY IS TO BE REMOVED FROM THE PREMISES**
8. **ANIMALS:** only service animals are allowed in the building.
9. **CLEANING:** All renters are responsible for the cleanup of the room. Cleaning products are provided by the Township and are located under the sink in the kitchenette. Renters must complete the following before vacating the premises:
 - *Wipe down all tables, countertops, and chairs.
 - *Tables & extra chairs are to be returned to the closet. 4 rows of 8 chairs facing the Dias, should be left on the floor.
 - *Floors are to be vacuumed (a vacuum is provided and located in the closet), return vacuum after use.
 - *If something is spilled on the carpets, please use water on the spill and blot with a towel.
 - *All food items are to be removed from the refrigerator/freezer, and then from the premises when the event is concluded.
 - *Dispose of all trash (including bathroom trash) appropriately. For your convenience, trash bags are provided under the kitchen sink. Please replace bags removed from trash receptacles.

*Trash is to be loaded into your vehicles and taken to your home. Do not leave garbage anywhere on the township property. Do not use the dumpster in the parking lot.

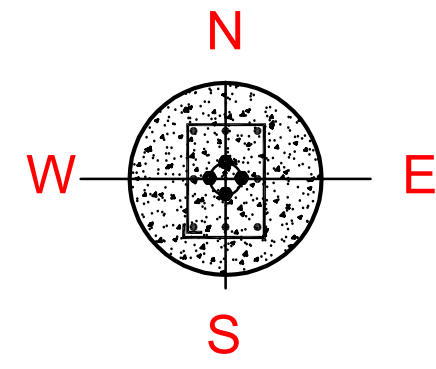
10. **DAMAGES:** In the event Township property is damaged, no matter how minor, the Township reserves the right to obtain a quote for repairs and to bill the renter accordingly. Failure to pay for damages billed may result in revocation of the privilege to use a community room or facility for future functions and/or the forfeiture of the deposit.

11. **MISC. RULES:**

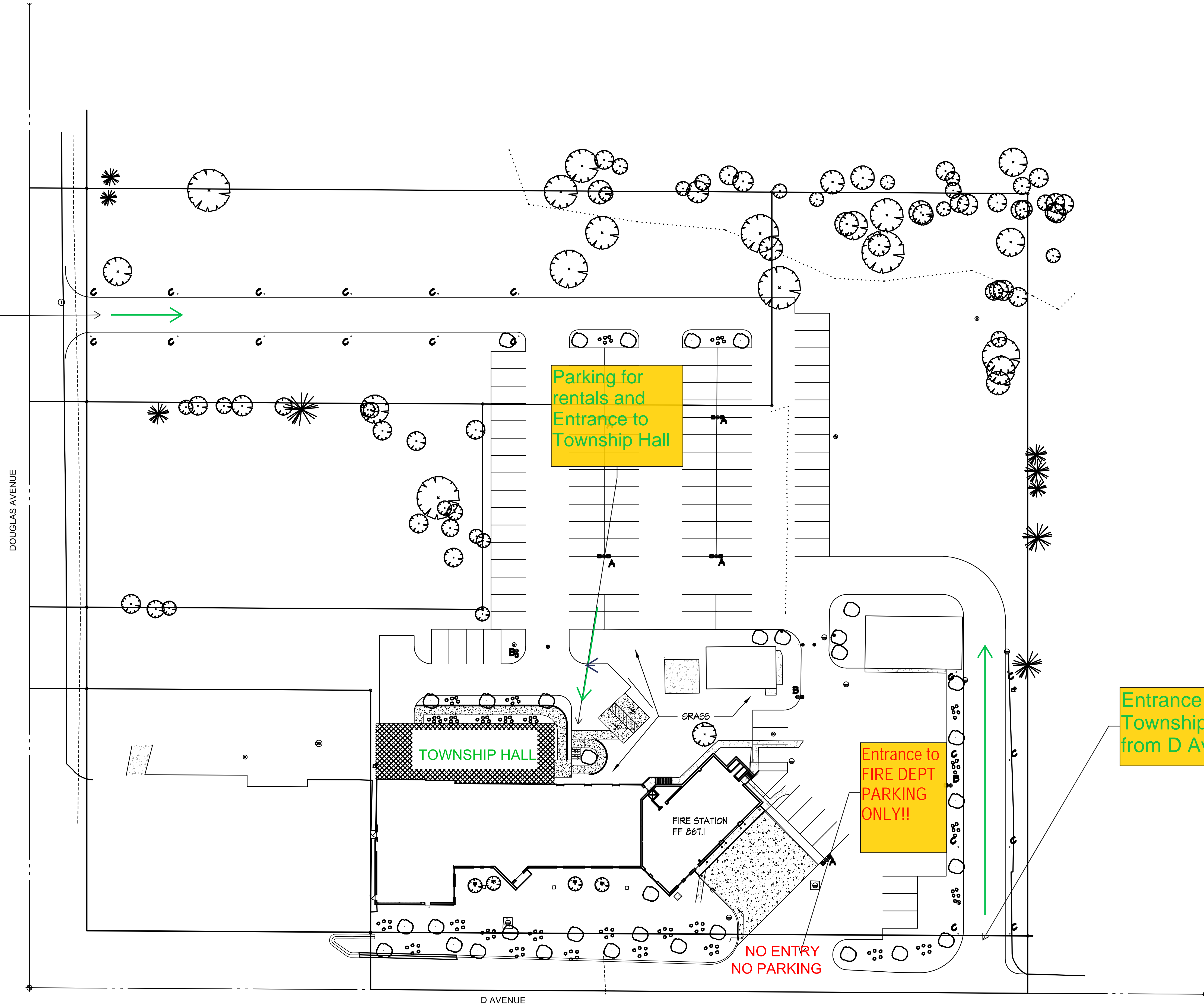
- *No Parking is allowed in the Fire Dept area. Please ensure your guests are using either the D Ave entry or Douglas Ave entry to the rear parking area....NOT THE FIRE DEPARTMENT PARKING AREA. Renters ignoring this rule will be subject to deposit forfeiture and may be asked to vacate the premises.
- *Rental areas are ONLY assigned to the party making the reservation. Doubling up or inviting other parties to use the site simultaneously is strictly prohibited.
- *The person signing the rental agreement is to accompany their group at all times to ensure proper use of the facility and enforce all rules and regulations.
- *All smoking, drugs, and the use of alcohol is prohibited in all township-owned facilities.
- *No candles are allowed.
- *Red liquids such as punch or soda pop are prohibited.
- *Nothing is to be used to hang or fasten things to the windows, walls, doors, or ceilings that may damage walls, paint and/or woodwork.
- *The use of DJ Services or live bands is prohibited.
- *The renter is responsible for turning off all lights, securing the building, and vacating the premises by the appointed time.
- *The number of persons attending any function shall not exceed the capacity of the building (104).
- *The dias tables/chairs, flags and bell on the East end of the room are not to be moved or tampered with under any circumstances.
- *General Township Business will take priority over all rental requests.

12. **LEGAL:** Renter shall comply with all the laws of the United State of America and the State of Michigan, and with all ordinances of the Township of Cooper in its use of this property, and will not permit anything to be done on said property in violation thereof. If you violate any of the terms or conditions of this Agreement, the Township of Cooper shall have the right to immediately cancel this Agreement without notice or refund, and the Township may pursue all of the rights and remedies at law or inequity including, without limitation, the right to recover court costs and attorney fees. Renter hereby agrees to indemnify and hold Township harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Renters said use of property and to indemnify and hold harmless from and against any judgement based on any such claims.

13. **EMERGENCY CONTACT:** In the event of a maintenance emergency, please contact Township Supervisor by phone at (269)585-6972 and someone will be with you as soon as possible.



Entrance to
Township Parking
from Douglas Ave



Cooper Charter Township
est. 1837

