

**GREEN CHARTER TOWNSHIP**

21431 Northland Drive, Paris, MI 49338  
231/796-6201

Rental Date: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

**Community Room of Township Hall/Picnic Shelter Lease Agreement**  
**The Community Room of Township Hall/Picnic Shelter Premises has security cameras.**

**SPECIAL NOTE: The Township Hall is now an American Red Cross Shelter designation and may not be available for rent during Community Emergency Situations, during such an event, all lease payments and deposits will be returned.**

LEASE AGREEMENT made \_\_\_\_\_, \_\_\_\_\_, 20\_\_ by and between the Charter Township of Green, a municipal corporation, hereinafter designated **LEESSOR** and

LESSEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

hereinafter designated **LESSEE** will use the Community Room of the Township Hall and/or Picnic Shelter for the purpose of:

\_\_\_\_\_

**TOWNSHIP HALL COMMUNITY ROOM** and/ or  **PICNIC SHELTER**

THEREFORE, in consideration of the covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The LESSEE shall not damage, mar, deface, use tape in any manner, and will not drive nails, attach hooks, use tacks, or screws into any part of said building, and will not make any alterations of any kind therein, and that the LESSEE shall pay for or otherwise make good, or repair all damage to the building and property of LESSOR caused by LESSEE guest, agents, and/or employees during the tenure of the contract.
2. LESSEE will remove all trash and garbage generated during rental and replace trash bags with your own clean trash bags. All refuse must be removed and may be placed in Township dumpster before the keys are returned to the LESSOR.
3. The LESSEE shall be liable and responsible for all janitorial, maintenance and cleaning personnel necessary to prepare the premises for the next scheduled activity and/or any necessary repairs to be completed in order to restore the premise to equal or better condition than prior thereto immediately following such activity, subject to inspection by the Township Clerk or Designated Party.
4. The LESSOR will be the sole judge of any damage and cost of repairs, where applicable, and may deduct these costs from said security deposit.
5. The LESSEE agrees to assume all responsibility for injury to persons on property.
6. NO ILLEGAL DRUGS are allowed on Township property. NO SMOKING inside Township building.
7. Function may be policed by the MECOSTA COUNTY SHERIFF DEPARTMENT and/or the MICHIGAN STATE POLICE.
8. LESSEE may cancel this agreement either by calling or by written notice directed to the LESSOR in advance of the date scheduled.
9. The LESSOR shall have the right to terminate this contract in its entirety or in part at the option of the LESSOR immediately upon the happening of the failure by the LESSEE to perform, keep and observe any of the terms, covenants and conditions herein contained on part of said party to be performed, kept and observed.

10. The LESSEE shall be a RESIDENT OR PROPERTY OWNER OF CHARTER TOWNSHIP OF GREEN and shall not assign, transfer or sublet this lease of sad premises or any part thereof, without written consent of the township.

11. The LESSOR hereby lets and lease to the LESSEE, the Township’s Hall Community Room, Bathrooms and Kitchen (no admittance to Board room, Supply rooms, Board offices, or Basement) between the hours of 7:00 AM and 10:00 PM

12. Said premises may be rented to LESSEE for the purpose stated above and for no other purpose without written consent of the LESSOR for the sum of \$100.00 per day to be paid in advance. The LESSEE shall also pay a Security Deposit, in advance, the sum of \$100.00 (unless otherwise noted). Option - Picnic Shelter reservation fee is \$25.00

13. There shall be no charge for rental of the Community Room for a funeral luncheon or dinner. The LESSEE shall pay a Security Deposit of \$100.00 in advance (unless otherwise noted).

14. NO RED PUNCH OR DRINK.

15. NO ALCOHOLIC BEVERAGES OR DANCING allowed in Township Hall Community Room.

16. NO OPEN BON FIRES ALLOWED ON TOWNSHIP PROPERTY (INCLUDING PORTABLE FIRE PITS)

17. The LESSEE shall not admit more than 111 persons into the Community Room. The passageways and emergency exits are to be kept clear at all times.

This agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Michigan.

In Witness whereof, the parties have executed this lease as of the day and year first written above.

LESSEE: \_\_\_\_\_ Date: \_\_\_\_\_

LESSOR: \_\_\_\_\_ Date: \_\_\_\_\_

**SECURITY DEPOSIT POLICY**

**SECURITY DEPOSIT CHECKS MUST BE DEPOSITED BY GREEN CHARTER TOWNSHIP. A REFUND CHECK WILL BE ISSUED TO YOU AFTER YOUR EVENT.**

**DEPOSIT RETURNED BY MAIL WAIVER INITIALS \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_**

Official Use Only

Hall <input type="checkbox"/> \$100.00 <input type="checkbox"/> Funeral	Deposit <input type="checkbox"/> \$100.00 <input type="checkbox"/>	Keys Picked-Up	Keys Returned
Picnic <input type="checkbox"/> \$25.00		Date:	Date:
<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #		

Security Deposit <input type="checkbox"/> Returned in Full	<input type="checkbox"/> Damages Withheld \$	Amt Received \$ _____
Notes:		Less Damage \$ _____
		Amt Returned \$ _____

Cash Security deposit returned: \_\_\_\_\_

Lessee: \_\_\_\_\_ date \_\_\_\_\_