

MORTON TOWNSHIP

290 WEST MAIN STREET - P.O. BOX 2, Mecosta, Michigan 49332
TEL. 231-972-7138 - FAX 231-972-2002

LEASE OF TOWNSHIP PROPERTY

It is hereby agreed:

1. The Community Room in the Morton Township Hall may be used by the lessee: friends & family ON,

2. The lessee will be responsible for the health, safety and welfare of all persons attending their gathering and responsible for all their possessions.

3. The lessee may decorate &/or move furniture before time of gathering, but cannot use nails, tacks or any other materials which would damage the property. The lessee is also responsible for cleaning, vacuuming floors and restoring the tables, chairs, etc., to their original position. This includes returning extra tables and chairs to storage room.

4. Alcoholic beverages are not permitted on the premises; dancing is prohibited as is using Any flammable materials. Lessee is responsible for keeping noise down and that the gathering is not in violation with any federal, state, county or township laws and ordinances.

5. Lessee may cancel this agreement without penalty at least 3 days prior to lease date.

6. Lessor reserves the right to cancel this agreement at any such time as lessee is in violation of any of the above.

7. PLEASE BRING AND REPLACE ANY TRASH BAGS USED AND TAKE WITH YOU (REMOVE FROM THE PREMISES) ANY TRASH, FROM YOUR PARTY. YOU WILL BE CHARGED FOR ANY TRASH LEFT BEHIND. MORTON TOWNSHIP DOES NOT HAVE A DUMPSITE.

8. PLEASE DO NOT DO THE PREPARATION OF FOOD AT THE TOWN HALL. THE PREPARATION SHOULD BE DONE IN ADVANCE. PLEASE ONLY PLUG IN ONE SMALL APPLIANCE PER OUTLET. PLEASE DO NOT LEAVE FOOD & BOTTLED GOODS IN THE REFRIGERATOR TAKE ALL LEFT OVERS WITH YOU.

9. Key must be left on kitchen counter and doors locked when leaving.

10. Any deviation from these guidelines will cause a forfeiture of your deposit & the loss of the Hall Use Privileges.

11. Please check the bathrooms, for cleanliness, & make sure the stall doors are unlocked. The bathrooms, kitchen (including the stove should be cleaned if necessary), Meeting Room and all carpets must be in the same condition as when you arrived, in order to receive a refund of your deposit.

Payment should be made in advance with \$ 100.00 FOR THE HALL RENTAL AND A \$ 50.00 Security/Cleaning DEPOSIT .