

**AGREEMENT FOR USE OF THE WAGNER ROOM**

User Group Name ("User"): \_\_\_\_\_

Name of the User Group's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of the Use: \_\_\_\_\_

Rental Date: \_\_\_/\_\_\_/\_\_\_ (or \_\_\_\_\_)

Rental from \_\_\_:\_\_\_ AM/PM to \_\_\_:\_\_\_ AM/PM

**Fees**

<u>Number of Hours/Days</u>	<u>Resident Rate (to set date)</u>	<u>Non-Resident Rate (to set date)</u>
	\$100.00	\$100.00

An additional \$300.00 deposit is required when you pick up the key and a checklist for cleanup will be given to you.

**User agrees to all of the following:**

- No use before 8 AM or after 11:59 PM.
- Hall capacity is 99 people, with \_\_\_\_\_ tables.
- **No alcoholic beverages** allowed in the Wagner Room or on Township property **unless approved beforehand by the Township Board.** (Additional forms and proof of insurance required.)
- No smoking in the building or within 25' of any exterior door.
- No red colored punch or juice.
- The User shall not assign, transfer or sublet this Agreement without the prior written consent of the Township.

- If the User does not properly clean or arrange the Wagner Room after User's use, the Township will have the Wagner Room cleaned and all items put back in proper shape and location, and will bill such cleaning and other costs to the User, and the User shall pay such cost reimbursement to the Township within 10 days. The Township has the right to utilize the User's security deposit (and to pursue User for any additional cost and expense if the security deposit is insufficient) for any problem associated with the Wagner Room after use by the User and attributable to the User's use. Such costs and expenses that can be charged to the User by the Township (and for which the User is responsible for reimbursing the Township) includes, but is not limited to, any costs or expenses associated with cleanup, trash, repairs, setting the Wagner Room back up in the way it was prior to User's use and similar matters.
- The User agrees to conduct its uses and activities within the Wagner Room so as not to endanger any person lawfully therein or any property within or adjacent to the Wagner Room.
- No tables, chairs or other equipment may be removed from the room.
- Entrance into the Fire Department portion of the building (or Fire Department offices) is prohibited.
- If music is played, the sound level must be controlled and music shall stop by 11:59 p.m.
- **The capacity for the Wagner Room is 99 persons. No more than 99 persons may be present within the Wagner Room at any one time.**
- The User agrees to indemnify, reimburse and save the Township harmless (as well as the Township's employees, agents, officials and officers) for, from and against any and all liabilities, damages, attorney fees, costs and other matters arising out of or related to the use or activities of the User conducted within the Wagner Room (or adjacent thereto).
- The User shall comply with all applicable Township ordinances, county regulations, state laws and federal laws with regard to its use of the Wagner Room. **The User shall also comply with all LMAS District Health Department regulations and requirements.**
- The User will reimburse the Township for the actual costs of any repairs needed as a result of damages or destruction due to User's use of the Wagner Room.
- The User's use of the Wagner Room is limited to the Wagner Room, kitchen and restrooms. The \_\_\_\_\_ in the Wagner Room is not for public use.
- User uses the Wagner Room at its own risk.
- The Township is not responsible for lost or stolen items. Anything left at the Wagner Room will be held for 30 days and then disposed of.
- The Wagner Room is accepted in its present condition and AS IS and will be returned to the Township in the same condition.
- The User shall indemnify, save and hold harmless the Township from any and all claims for or by any of the User's invitees, guests or licensees.

- No holes shall be made in walls or ceiling. Do not put tape on walls or ceilings. No nails, tacks or similar items may be used on the floor, ceiling or walls. Any posting must be done on a bulletin board.
- No pictures or hangings will be removed from the walls.
- No doors are to be blocked open to the outside.
- User must dispose of all of User's garbage, trash and cans and bottles off site.
- No roller blade shoes or like items or bikes or any items that will leave marks on the floor are allowed in the Wagner Room.
- The User will clean the Wagner Room after use according to the checklist provided. The User is responsible to complete the check list and leave it with the key in the drop box outside the entry door at the end of User's use.
- The User may pick up the key prior to its use of the Wagner Room. Please call ahead to make arrangements.
- No item may be moved outside of the Wagner Room without the Township's prior express permission.
- The User is not allowed into the Wagner Room until the reserved time.
- The User's deposit (or any non-used amount) will be returned to User only if the User has followed and complied with all of the above.
- Non-profit and community service organizations may use the Wagner Room on a "contracted for services" basis, subject to approval by the Township Board.
- Township business, elections, Fire Department functions, other Township meetings, etc. take precedence over other uses.
- Full payment for use of the Wagner Room must be made at the time this Agreement is signed. The Township cannot hold the date requested until full payment is made and the contract is completed.

The User has read, and agrees to follow, the rules of this Agreement.

Dated: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

On behalf of \_\_\_\_\_ (the User)

\* \* \*

Approved by Bois Blanc Township.

Dated: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

Township \_\_\_\_\_