

# OID TOWNSHIP

## HALL RENTAL

PRIORITY OF USE: Ovid Township Hall is available for rental on a first-come, first-served basis.

CAPACITY: The meeting room capacity is 92 and measures approximately 44' x 29'. Pursuant to fire regulations, the total building capacity is 113.

**Alcohol is prohibited by law in Government buildings, and the building and premises are smoke free.**

### RENTAL RATES

- \$200.00 per event – May 1 – October 31, plus a deposit of \$250.00.
- \$250.00 per event – November 1 – April 30, plus a deposit of \$250.00.

The deposit must be paid at the Township Office within two days of selecting your event date in order for us to hold said date. If paying by check, please make checks payable to **Ovid Township**. The deposit will be returned once the building has been inspected after the event. Charges assessed, if any, are determined by the Township Board at the Township Meeting following the date of your event. Ovid Township Board Meetings are the second Thursday of each month at 7 p.m.

All rental payments must be paid in advance at the township office before the key is picked up.

### Other Helpful Information

- There are eight (8) folding tables, each approximately 6' x 22", and 92 stacking chairs available for use.
- There is also a long Conference table that can be used. **PLEASE DO NOT SIT ON THE TABLES!**
- Water is safe to drink straight from the faucets and drinking fountains, but has a strong sulphur smell.

***The Ovid Township Hall belongs to all of its residents, and is pleased to be able to serve their needs. Please treat it with pride, care, and respect so that others may continue to have use of the building and grounds.***

**OVID TOWNSHIP HALL**  
1015 Baese Court, Ovid, MI 48866 Ph: (989) 834-2838

**HALL USAGE RULES AND REGULATIONS**

**Please read the following rules and regulations carefully.** Violation in whole or in part of any of the rules could result in a charge to you and your group. Please contact Ovid Township prior to your use of the hall if you have any questions.

1. The Ovid Township Hall is a **smoke free** building; **smoking is NOT** permitted within 100' of the building.
2. The meeting room capacity is 92 and measures approximately 44' x 29'. Pursuant to fire regulations, the total building capacity is 113.
3. The Renter is responsible for compliance with all conditions of the Rental Agreement, including compliance with all of the rules and regulations.
4. Renter will assume full responsibilities of all those attending his/her event.
5. Ovid Township is not responsible for any lost or stolen articles, nor for any damage/theft resulting from the use of the building, parking lot, or real property. Nor is the aforementioned responsible for lost or stolen articles possessed by the Renter and/or his/her guests and party during the time and on the day of the event.
6. **Alcohol is prohibited by law in public buildings.**
7. All activities must comply with local and State ordinances.
8. Exterior hall doors are **not** to be propped open except for loading and unloading; please keep these doors closed during the event to regulate heating or air conditioning. Do not block the doors with tables, chair or decorations.
9. **None of the Township's tables and chairs are to be taken outside for use unless authorized.**
10. Please do **not** move the Flags.
11. All decorating will be done on the day of rental unless prior arrangements are made. No decorations are permitted on the walls or ceiling and **no rice, confetti, glitter, or bird seed is allowed.** Helium balloons are acceptable. Please remove all tape used for decorating from underneath the tables.
12. Outdoor canopies are allowed. Please replace the dirt and grass if holes are made for stakes, and also if holes are made to accommodate any other equipment.
13. The premises, including the kitchen and any appliances used, must be cleaned prior to the end of your event. Please bring your own food containers, dish towels and soap for clean-up; also bring your own supplies such as coffee, cups, plates, utensils, salt/pepper, et cetera. There should be no evidence of food left in the kitchen.
14. Hard surface floors must be swept with a broom or dust mop. Carpeted surfaces must be vacuumed. (NOTE: please do not push dust mop through wet surfaces or you will be charged the cleaning fee).
15. Wipe down all folding tables and chairs when the event is finished. Do **not** put them away. Excessive damage to tables and/or chairs due to improper stacking or storage placement may result in charges to the Sponsor. You may bring in additional tables and chairs of your own.
16. **All trash and garbage must be bagged, removed from the premises, and taken home by the Renter.** Replace any liners in the wastebaskets.
17. Toilets must be flushed prior to leaving the premises.
18. All lights must be turned off prior to leaving the premises. The ceiling light at the intersection of the hallways is a security light, and will remain on when other hallway lights are turned off.
19. **All** exterior doors must be locked upon leaving the premises. Place the key in the drop box.
20. Return **thermostat** to 62 degrees for furnace or 78 degrees for air conditioner.
21. **No** animals.

SIGN TO ACCEPT/ACKNOWLEDGE RULES \_\_\_\_\_

### Inspection of Hall

Premises are inspected following the end of your event and prior to any other use of the facilities, usually within 1-3 days. Charges assessed, if any, are determined by the Township Board at the Township Board meeting following the date of your event. Should any charges be assessed to your group, you will be notified by mail.

### Violations and Charges

The following is a list of typical charges for certain violations of rules and regulations. This list is intended as a guide and not as an exhaustive list of infractions or a final determination of charges or damages due to non-compliance with the aforementioned rules and regulations. The Board reserves the right to final determination of charges due to a Group's non-compliance, in whole or part, with the rules and regulations governing use of the Ovid Township Hall facilities and premises.

<b>Description</b>	<b>Typical Charge</b>
Appliances left unclean or not turned off (e.g., coffee pot, microwave)	\$30.00
Doors left unlocked	\$20.00
Lights left turned on	\$20.00
Toilets not flushed	\$20.00
Marred or marked walls or ceilings	\$50.00
Tape left on walls, windowsills, chairs or tables – underneath	\$10.00
Restrooms left unclean	\$25.00
Floors not swept and vacuumed or left dirty	\$35.00
Key not left in drop box	\$10.00
Lost building key	\$100.00
Items not returned to original location (e.g., coat rack, thermostat)	\$10.00 each
Damage of premises, equipment or appliances due to misuse (e.g., walls, windows, blinds, tables, chairs, Flags, et cetera)	Determined by Board
Smoking in building or within 100' of the building	\$100.00
Alcohol on premises	\$100.00
Carpet Cleaning – if something is spilled on the carpet and/or stained	\$75/\$160.00
Camera damage or messing with them	\$250.00
Animals in/around Hall	\$250.00

### Emergency Contacts

If you encounter a problem with the facilities, or need assistance on the day of rental, please contact one of the Township Officials listed below:

Supervisor – Jennings C. West      Tx: (276) 970-7823  
Treasurer – Nancy Hughson      Tx: (989) 834-4831  
Clerk – Claudia Barrett Pluger      Tx: (989) 834-4830  
Trustee – Arlene Pesik      Tx: (989) 834-5989  
Trustee – Patricia Hibbard      Tx: (989) 834-2119

### Confirmation

Once you have read the rules and regulations, please sign each page and return one (1) copy to the Township Office with your Rental Agreement Form. Retain a copy of everything for your records.

SIGN TO ACCEPT/ACKNOWLEDGE RULES \_\_\_\_\_

# OID TOWNSHIP HALL RENTAL AGREEMENT

Print Name: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_

## RENTAL RATES

- **\$200.00** per event – **May 1 – October 31**, plus a deposit of **\$250.00**. TOTAL – \$450.00.
- **\$250.00** per event – **November 1 – April 30**, plus a deposit of **\$250.00**. TOTAL – \$500.00.

### Payments:

Date deposit paid \_\_\_\_\_ Amount \_\_\_\_\_ Cash / Ck # \_\_\_\_\_

Date rental paid \_\_\_\_\_ Amount \_\_\_\_\_ Cash / Ck # \_\_\_\_\_

The undersigned hereby agrees to rent the Ovid Township Hall meeting room under the terms and conditions as set forth in the Hall Usage Rules and Regulations and Hall Rental Information.

Signature of Renter \_\_\_\_\_ (date) \_\_\_\_\_

Signature of Ovid Township Representative \_\_\_\_\_ (date) \_\_\_\_\_

Key issued to: \_\_\_\_\_ (date) \_\_\_\_\_

Amount of deposit retained/returned: \_\_\_\_\_ (date) \_\_\_\_\_

***\* Return this completed page to Ovid Township with your check \****

# OID TOWNSHIP HALL CLEAN-UP CHECKLIST

(Please return this list along with the key in the drop box at the end of the event)

Name of Renter: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## MEETING ROOM / HALLWAYS:

- \_\_\_\_\_ Wipe down all tables and chairs, and leave them set up
- \_\_\_\_\_ Vacuum meeting room floor; sweep hallway floors
- \_\_\_\_\_ Empty trash containers; replace liners
- \_\_\_\_\_ Return thermostat to 62 degrees for furnace **or** 78 degrees for air conditioner

## BATHROOMS:

- \_\_\_\_\_ Empty all trash containers, replace liners
- \_\_\_\_\_ Sweep floors

## KITCHEN:

- \_\_\_\_\_ Wipe down all counters, backsplashes, cabinets, et cetera
- \_\_\_\_\_ Clean all appliances utilized
- \_\_\_\_\_ Sweep floor
- \_\_\_\_\_ Empty trash containers; replace liners
- \_\_\_\_\_ Remove all food, ice, food preparation supplies, and clean-up supplies that renter brought in

## GENERAL:

- \_\_\_\_\_ Remove all decorations, including tape from under tables, if used
- \_\_\_\_\_ Remove all non-township items from premises
- \_\_\_\_\_ Remove all trash from premises
- \_\_\_\_\_ Turn off all lights
- \_\_\_\_\_ Lock all exterior doors
- \_\_\_\_\_ Leave Hall key in drop box