

**MONROE CHARTER TOWNSHIP
MONROE ROTARY CLUB NATURE CENTER**

4925 East Dunbar Road
Monroe, MI 48161

**2018
RENTAL USE AGREEMENT**

Available during the months of May through October

(Please print all information)

EVENT DATE: _____ TIMES: _____ to _____

NAME: _____

ORGANIZATION (if applicable) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

TYPE OF EVENT: _____

As lessee, I accept and agree to abide by all terms, policies and guidelines as set forth herein.

Signature of Lessee

Township Representative

Date Deposit paid: _____ Amount: _____ Check# _____

Date Payment paid _____ Amount: _____ Check# _____

For office use only:

Refund authorization yes no

Authorized Signature

REMARKS: _____

MONROE CHARTER TOWNSHIP MONROE ROTARY CLUB NATURE CENTER

2018 Rental Agreement

The Monroe Charter Township/Monroe Rotary Nature Center building has a capacity of 50 people. Only adults may reserve the center. Any civic, youth or non-profit organization wishing to waive/reduce fees for the facility must have approval of the Monroe Charter Township Board. The Nature Center is available May 1st through October 31st; from 9:00 am to 8:00 pm on the day it is reserved.

The following are the regulations set forth by the Monroe Charter Township Board for rental of the Nature Center. These regulations may be changed or modified at the discretion of the Monroe Charter Township Board.

1. No alcoholic beverages are allowed on the premises.
2. No smoking allowed in the building.
3. Decorations shall be free standing. No taping, nailing or stapling of décor to the walls, ceiling or fixtures. No glitter or party shapes.
4. Lessee will provide garbage bags and kitchen supplies (utensils, towels, etc.).
5. No pets other than service animals are allowed in the building.
6. Lessee shall keep premises in a neat and orderly condition and free of rubbish and debris. Garbage receptacles will be provided. All garbage will be removed from the building and placed in dumpsters.
7. Lessee agrees to release Monroe Charter Township from all liability due to loss, theft, personal injury or property thereon during the period of occupancy.
8. Monroe Charter Township reserves the right to cancel a scheduled event if operations should require it. Every reasonable effort will be made to provide the lessee with adequate advance notice.
9. If available, ball fields and volleyball court may be used by the lessee.
10. Refund policy. Lessee must cancel within five (5) business days prior to the event in order to receive a full refund, less a \$20 processing fee. If lessee cancels less than five (5) business days prior to the event, no refund will be given.
11. Reservations will be taken at the Supervisor's office. Upon approval, a \$100 refundable security deposit will be required to reserve a rental date. The rental cost for Monroe Charter Township residents is \$150.00. The non-resident rental fee is \$200.00. The rental fee must be paid within one week of the event. If upon inspection, damages are found, the security deposit shall be forfeited as to that portion necessary to repair such damage. If the costs of said repair exceed the \$100 security deposit, damage charges will be invoiced to the lessee and shall be paid no later than one month following the date upon the invoice. Lessee shall also be responsible for all attorney fees and court costs required to recover payment,
12. Lessee shall not assign, transfer or sublet this lease without consent of Monroe Charter Township.