

FRENCHTOWN CHARTER TOWNSHIP
KIWANIS PARK HALL LEASING POLICY
Adopted March 10th, 2015

1. Township residents only may make reservations for the rental of Kiwanis Park Hall beginning at 9:00 a.m. on the first Monday in February. Reservations will be accepted on a first come written application basis only.

2. A person proposing to lease Kiwanis Park Hall on behalf of a Frenchtown Charter Township resident during the first two weeks following the opening of the annual rental period must be a resident of Frenchtown Charter Township. Further, that person must have a signed application/agreement along with a copy of applicant's photo identification. In addition the person standing in for applicant must also provide a copy of their photo identification and sign the application/agreement.

3. A non-resident of the Township may apply to lease the Kiwanis Park Hall, or may apply on behalf of another person following the expiration of two weeks following the opening of the annual rental period. Applicant must have a signed application/agreement along with a copy of the applicant's photo identification. In addition a person standing in for an applicant must provide a copy of their photo identification and sign the application/agreement as well.

4. A rental date is not confirmed until a written rental application/agreement has been completed, signed by the applicant (and their representative where applicable), rental fees (\$200 for Hall and \$25 per Ball Field if available) and housekeeping deposit of \$100 have been paid to the Township Treasurer, other applicable requirements met and the application has been approved by the Township Clerk. Applicants and their representatives will be considered the responsible party in case of damage, theft or disturbances during the rental period. Checks should be made payable to Frenchtown Charter Township.

5. Rental day occupancy period shall be from 10:00 AM – 10:00 PM. Further, in order to comply with the Fire Department and Health Department Regulations occupancy is limited to parties of 90 or less.

6. The Township reserves the right to assess additional costs to the applicant should the Hall or Park property be damaged during the rental period and if the key is not returned in a timely manner. Tenant shall not provide, supply or make available any inflatable bounce houses, moonwalks, waterslides, pony rides or similar recreational products on the Township Park Property. Any violation shall also result in the forfeiture of Tenant's deposit fee of \$100.00 to the Township.

7. Cancellations made within 7 business days following the date of signing of Lease Agreement will be given a refund less a \$25.00 processing fee. After that time 100% of the reservation fee will be non-refundable, but the housekeeping deposit will be refunded.

8. Be advised that the Kiwanis Hall Park is public property and nothing in the Lease Agreement precludes the public from using the park property (with the exception of the Hall or Ball Fields if those are leased as well) on the leased date.

9. No alcohol or other liquor or intoxicating beverages are permitted to be served or consumed on the Premises, unless Tenant provides a policy of insurance commonly known as "Host Liquor Liability Insurance" in the minimum amount of \$1,000,000.00, which would include coverage for damages and injuries arising out of Tenant's occupancy and use of the Leased Premises and provision of alcoholic beverages on the date of occupancy. The certificate to be provided shall name Frenchtown Charter Township, its Board Members, employees, and agents as additional insureds and as a certificate holder. A copy of the certificate of insurance shall be provided to the Township Clerk prior to securing the key for the Building if alcohol is to be served or consumed.

10. A copy of the Kiwanis Park Hall Lease Agreement is available on the Clerk's Page of Township website at www.frenchtowntownship.org. For telephone inquiries as to Kiwanis Park Hall rental procedure please contact the Township Clerk's Office at (734) 242-3282.

CERTIFICATION OF POLICY

The undersigned Clerk of Frenchtown Charter Township hereby certifies that the foregoing constitutes a true and complete copy of a policy adopted at a regular meeting of the Township Board held on March 10th, 2015, at which meeting the above Kiwanis Park Hall Leasing Policy was adopted; all members of the Township Board present voted as indicated in said minutes; and that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Mark J. Baker

Mark J. Baker, CMMC/CMC