



*Revised for 2025
 Roscommon Township Community Hall Lease Agreement
 8555 Knapp Road * PO Box 610
 Houghton Lake, MI
 Phone 989-422-4116 FAX 989-422-6145

THIS LEASE AGREEMENT, made this ____ day of _____, 20____, by and between the township of Roscommon, a Michigan Township, hereinafter designated "Lessor", and _____, hereinafter designated "Lessee".

Inconsideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The Lessor hereby lets and leases unto the Lessee the Community Hall located at the lower level of the Roscommon Township Hall located at 8555 Knapp Rd, Houghton Lake, Michigan 48629, for the following period or periods:

Date of Event _____

Lessee Name: _____

Address: _____

Phone: (at least two numbers): _____

Type of Event: _____

Estimated Number of People: _____ (note-Capacity 125 persons)

Check one: _____ Township Resident Property Tax #-11- _____ - _____ - _____
 _____ Nonresident

HALL RENTAL RATES	Rental Fee	Deposit
Residents -	\$150.00	\$150.00
Nonresidents -	\$300.00	\$150.00
Governmental Agencies	0	\$150.00

2. The Lessee shall pay, in advance, as rent the sum of \$_____ plus a deposit of \$150.00 to help defray the cost of maintenance, utilities, and upkeep of said premises. Checks shall be made payable to Roscommon Township.
3. To qualify for the resident rate for hall rental, the Lessee must be a Roscommon Township resident and be renting the fall for his/her own use. Lessee shall not assign, transfer or sublet this lease, or any part thereof, without written consent of the Township. All other uses are considered to be uses by nonresident for the purpose of this agreement.
4. The Lessee shall not allow any gambling nor shall the Lessee allow any unlawful, improper,

or offensive use of the Community Hall located at 8555 Knapp Road, Houghton Lake, Michigan 48629.

5. Lessor shall not be liable for any loss, injury, death or damage to persons or property which at any time may be suffered or sustained by Lessee or by any person whosoever may at any time be using or occupying or visiting the premises or be in, on or about the same, whether such loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Lessee or of any occupant, visitor, or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth, and Lessee shall indemnify Lessor against all claims, liability, loss, or damage whatsoever on account of any such loss, injury, death or damage.
6. Building and grounds must be cleaned according to attached "Hall Rental Cleaning Requirements". Deposit may be retained in whole or part if facility is not left as it was when rented. Lessee is responsible for furnishing any utensils, dish soap and cleaning rags as needed.
7. Rental date cannot be held without a security deposit. Cancellation of the rental agreement is subject to loss of deposit.
8. Lessee agrees to use only the Community Hall meeting room, kitchen, restroom and building hallway and entrance.
9. Roscommon Township reserves the right to accept or reject any or all applications.
10. All uses shall be subject to the attached Rules and Rental Rates.

THE UNDERSIGNED HEREBY ACKNOWLEDGES READING THIS LEASE AGREEMENT AND THE ATTACHED "RULES OF RENTAL AGREEMENT" AND "HALL RENTAL CLEANING REQUIREMENTS" AND RECEIVING A COPY OF THE SAME. THE UNDERSIGNED FURTHER AGREES TO ENTER INTO THIS LEASE SUBJECT TO THE TERMS AND CONDITIONS SET FORTH HEREIN.

Lessee Date _____

Roscommon Township Representative Date _____

Security Deposit \$ _____ Paid _____ Cash/Check # _____ Date _____ Recv'd by _____

Hall Rental \$ _____ Paid _____ Cash/Check # _____ Date _____ Recv'd by _____

Key picked up by _____ Phone # _____ Date _____

Key returned ___ Date _____ Deposit Refund Issued -Date: _____ Check# _____

*Lessee received a copy of Rules of Rental Agreement and Cleaning Requirements _____

RULES OF RENTAL AGREEMENT

1. NO alcoholic beverages allowed.
2. To qualify for the resident rate for hall rental the Lessee must be a Roscommon Township resident and be renting the hall for his/her own use. No subleasing by residents shall be allowed. All other uses are considered to be uses by nonresidents for the purpose of this agreement.
3. The hall WILL NOT be rented to minors, for fundraising purposes or where a cover or entrance fee is charged.
4. Hall capacity is 125 persons. The park gates are locked at 10:00 p.m. every night. Hall will be vacated by 10:00 p.m. or a charge of \$20.00 per hour will be assessed for anytime thereafter.
5. No parking or driving on grass or sidewalks.
6. **NO USE BEYOND THE KITCHEN IS PERMITTED. THIS IS A FIRE EXIT ONLY. IF DOOR IS OPENED, ALARM WILL GO OFF AND PARTY IS OVER WITH NO REFUNDS.**
7. Decorating, etc. may not be done prior to 4:00 p.m. Monday thru Friday. Absolutely NO tacks, staples or tape may be used for fastening to walls or ceiling. Tape may be used to fasten decorations to tables but must be completely removed.
8. Inventory list must be signed prior to use of Hall. **Tables and chairs must not be taken outdoors.**

* Too many cooking roaster and audio equipment may overload breaker. Confirm prior to rental.

HALL RENTAL CLEANING REQUIREMENTS

Checklist below lists cleaning procedures that **MUST** be done following a Community Hall rental. The inspection by the Township representative will determine if the deposit will be returned.

FAILURE TO DO ANY OF THE CLEANING PROCEDURES SHALL RESULT IN FORFEITURE OF THE ENTIRE RENTAL DEPOSIT, OR A PORTION THEREOF. ANY CLEANUP REQUIRED OF THE BUILDING OR GROUNDS AFTER A RENTAL SHALL BE DEDUCTED FROM THE RENTAL DEPOSIT AT A RATE OF \$50.00 PER HOUR.

MEETING ROOM

- _____ 1. All tables and chairs must be inspected for damage by Lessee before being returned to the storage room. Remove all tape, coverings, etc. from tables and wipe off tables. Clean chairs.
- _____ 2. Remove any and all decorations.
- _____ 3. Sweep floor.
- _____ 4. Place all garbage in receptacles.

KITCHEN

- _____ 1. Remove all food from kitchen. Wipe out refrigerator.
- _____ 2. Wash off all counters, cabinets, and stove.
- _____ 3. Scour sink using cleaner provided.
- _____ 4. Sweep floor.
- _____ 5. Turn OFF stove and oven.

RESTROOMS

- _____ 1. Clean toilets and urinals.
- _____ 2. Wipe dividers and door of stalls if needed.
- _____ 3. Clean sinks and mirrors.
- _____ 4. Sweep floors.

BUILDING HALLWAY AND ENTRANCE

- _____ 1. Clean entryway doors and floor.

BUILDING EXTERIOR

- _____ 1. Remove all trash from grass and parking lot.