REQUEST TO RESERVE POKAGON TOWNSHIP PROPERTY

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities needed: Township Hall \_\_\_\_\_\_\_\_ Pavilion \_\_\_\_\_\_\_\_

Date(s) facility is to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time (range) facility is being reserved for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person or Group seeking permission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is person or group requesting facilities a resident of Pokagon Township? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_

Contact person address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will the facilities be used for on requested date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request must be submitted to a Township Official. The Township Board will act on the request at its next regularly scheduled (monthly) meeting. If there is a short time span between the date of the request and the date of the event to be held, two Township officials will confer and make a decision about the request for use of the facilities.

The rental fees are as follows to reserve facilities:

Hall & Pavilion: $100.00 + $50.00 (refundable) deposit / 2 separate checks

Hall only: $75.00 + $25.00 (refundable) deposit / 2 separate checks

Pavilion only: $25.00 for 4 hour block or $50.00 full day + $25.00 (refundable) deposit/ 2 checks

The rental fee and the deposit fee (which will be returned if the facilities are properly cleaned after the event and the posted policies are followed) must be paid at the time of the application. If the Board does not approve the request, both fees will be returned promptly. You will need to make arrangements with a Township official to secure a key to the Township Hall. The township board reserves the right to refuse to rent or make available any township facility or property under its jurisdiction if it believes that it is not in the best interest of the township or facility/property.

The township hall does not have a community room that is separate from the office area in the building. The office area is off limits to any group using the hall. In an emergency, the office phone may be used. No office supplies or equipment are to be used by any outside group.

There are no provisions for cooking inside the Township hall. Food may be carried in and served. No smoking is allowed inside the township hall or on township property. Alcoholic beverages are prohibited from being served or consumed on township property.

I (we) request to use the Pokagon Township facilities requested above for indicated dates above and agree to abide by all of the rules and restrictions listed above, as well as any rules and regulations that are posted. The person signing this application request will personally be financially responsible for any damage to the buildings or premises above and beyond normal wear and tear of use.

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do not write below this line – for township office use only

Date request received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee deposit paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ check #

Cleaning deposit paid \_\_\_\_\_\_\_\_\_\_\_\_\_amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ check #

Township Board:

The request to use the township facilities was **approved or denied** (circle one) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_(township official or board) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Township official signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disposition of Cleaning Fee (deposit)

An inspection was made of the facilities used by the above named individual/group by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (township official) on \_\_\_\_\_\_\_\_\_\_\_\_ (date) and it is recommended that the cleaning fee be **refunded or forfeited** (circle one)

Signature of person making inspection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date fee returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request to use Pokagon Township Property – MUST BE COMPLETED

Hold Harmless Clause

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(responsible party) agrees to defend, indemnify and hold harmless Pokagon Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (responsible party) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of Pokagon Township, or by third parties, or by the agents, servants, employees or factors of any of them.