

**Charter Township of Kalamazoo**  
1720 Riverview Dr  
Kalamazoo, Michigan 49004-1099  
Telephone (269) 381-8080 Fax (269) 381-3550

## Room Rental Agreement

Community Room Capacity: Northwood: 90 People    Eastwood: 50 People    Westwood: 108 People

Name of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Room requested:    \_\_\_\_\_ Northwood    \_\_\_\_\_ Eastwood    \_\_\_\_\_ Westwood

Date Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_ to \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Event Type:    \_\_\_\_\_ Meeting - \$50    \_\_\_\_\_ Event with food - \$125    Security deposit for all events - \$50    **Total:** \_\_\_\_\_

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**General Rules:**

1. Applicant must be a township resident over 18 years of age and by making this application agrees to be the responsible person for all room rental related business.
2. Room is available for rental from 9:00 a.m. to 9:00 p.m. A rental period is a maximum of 6 hours of use.
3. Room rental is on a first come, first served basis. Room is not reserved until payment and security deposit are received by the Township of Kalamazoo.
4. The no-cost use of a community room by a non-profit or civic organization must be approved by the Township Board. A written request must be submitted to the Township no less than three weeks prior to requested use.
5. Room rental includes use of the community room, kitchen and restrooms only. Children must remain inside the building. Only those over 16 years of age are permitted to utilize the kitchen area/equipment. Applicant must provide supervision for use of kitchen and equipment at all times.
6. Failure to comply with signed rental agreement or posted rules may result in cancellation of the room rental and/or forfeiture of security deposit.
7. The Township of Kalamazoo reserves the right to refuse use of the facilities for cause.

**Applicant agrees for himself/herself and on behalf of all attendees as follows:**

1. Not to bring or consume alcoholic beverages on the premises.
2. Not to permit music, dancing, smoking or gambling on the premises.
3. Not to attach posters, signs or decorations on the walls, tables or ceilings.
4. To clean the premises to pre-rental condition and place all trash in containers provided by the Township.
5. To reimburse the township for any room rental related damages to the premises, building or equipment.
6. To return all tables and chairs to their designated storage areas.
7. The applicant will indemnify the Township of Kalamazoo and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and /or damage to property arising from or out of the occupancy or use by the applicant of the Township of Kalamazoo property or any part of the applicants property, occasional whole or in part by any act or omission of the Township of Kalamazoo, its agents, contractors or employees.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Office use only:

Application received: \_\_\_\_\_

Payment received: \_\_\_\_\_

Annotated on rental calendar: \_\_\_\_\_

Station notified of rental: \_\_\_\_\_

Security deposit returned: \_\_\_\_\_