

OTSEGO LAKE TOWNSHIP HALL  
LEASE AGREEMENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

THE OTSEGO LAKE TOWNSHIP HALL has been reserved in your name/or the name of your organization for the DATE OF \_\_\_\_\_

PURPOSE \_\_\_\_\_

Lease of the OTSEGO LAKE TOWNSHIP HALL includes rights to the meeting room, kitchen, halls and corridors, restrooms and the right to non-inclusive use of the parking area, but no rights in any other part of the building, except as specified below.

PURPOSE

The Hall is being rented for the purpose of \_\_\_\_\_, and for no other purpose, from \_\_\_\_\_ a.m., to \_\_\_\_\_ p.m., on \_\_\_\_\_ 20\_\_.

DUTIES AND RESPONSIBILITIES

1. Lessee shall pay Two Hundred Dollars (\$200.00), for the use of the premises and facilities.
2. Lessee shall remove all garbage, debris and papers from hall, and put in outside barrel.
3. Lessee shall clean Hall after use, and see that all doors and windows are locked upon leaving.
4. Lessee is responsible, and shall pay for any and all lost, stolen, or broken items. This includes, but not limited to, damages to the building, equipment, appliances, furnishings and supplies. The amount of money due will be determined by the replacement and/or repair costs.
5. Lessee shall use no tape, tacks or push pins on walls or wood, or any painted surface.

THE TOWNSHIP ACCEPTS NO RESPONSIBILITY FOR THE SAFETY AND WELL - BEING OF VISITORS.

I AGREE TO THE ABOVE RULES AND REGULATIONS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ 20\_\_

TELEPHONE \_\_\_\_\_

*OTSEGO LAKE TOWNSHIP*  
*MARGARET BLACK - CLERK*  
*P.O. BOX 99, WATERS, MI*  
*989-732-6929 Ext 3, Cell - 989-614-1335*