

**ALMENA TOWNSHIP HISTORIC HALL RENTAL**  
**Hall Location: 27625 CR 375, Paw Paw, MI**

**STEP 1:**

Date of Application: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Type of Rental Use: \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Event Time: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Time to Open Hall for Setup: \_\_\_\_\_

**I have read and understand the Township Hall User Policy**

**STEP 2:**

- ✓ Read Township Hall User Policy and Waiver Agreement. Sign completed application and liability release waiver.
- ✓ Send forms to: **Almena Township Hall, 27625 CR 375, Paw Paw, MI 49079**
- ✓ If approved, applicant will be notified with a copy of this form mailed back, date of rental noted.
- ✓ Payment of rental fee plus \$200 security deposit is required to confirm the reservation
- ✓ Any reservations and/or cancellations should be made at least 2 weeks in advance of your rental date.

<u>Office Use Only Below This Line</u>	Date Rental/Security Deposit Received
Approved By: _____	_____/_____/_____
<b><u>STEP 3:</u></b>	
Inspection of hall prior to rental date by rental agent and renter to confirm hall condition. An inspection is completed after each event by the rental agent and the security deposit is returned if the hall is found to be clean and free of damage. Meeting will be scheduled to complete inspection form below.	
Date Checked : _____ ( prior to rental)	Date checked : _____ ( after rental)
<ul style="list-style-type: none"><li><input type="checkbox"/> - Heat/Thermostat Location, Refrigerator on</li><li><input type="checkbox"/> - Cleaning Supply Closet/Agent Contact Info</li><li><input type="checkbox"/> - Key Drop Area/Door Lock</li><li><input type="checkbox"/> - Hall in Clean Condition/Floor Clean</li><li><input type="checkbox"/> - Six Tables, 36 Folding Chairs</li><li><input type="checkbox"/> - Trash Empty/Outside Dumpster Identified</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> -Furnishings in Place</li><li><input type="checkbox"/> - Cleaning Supplies in Place</li><li><input type="checkbox"/> - Key Returned</li><li><input type="checkbox"/> - Hall in Clean Condition/Floor Clean</li><li><input type="checkbox"/> - Six Tables, 36 Folding Chairs</li><li><input type="checkbox"/> - Trash Empty/In Outside Location</li></ul>

Renter Signature: \_\_\_\_\_

Rental Agent: \_\_\_\_\_