

MUNSON TOWNSHIP PAVILION RENTAL PROCEDURES

EXCLUSIVE USE PROCEDURES FOR PAVILION USAGE

1. Verify the availability of the date selected for use.
2. Obtain form from township office – 440.286.9255
3. Return completed form with the appropriate fees and deposits – the form must be signed by Lessee.
 - \$25 rental fee – resident
 - \$50 rental fee – nonresident
 - Security Deposit (all renters)
 - \$25 security deposit – if no liquor is served
 - \$250 security deposit – when liquor is served
 - Security deposit checks are cashed by the township and refunded within 30 days after the event if no damages are incurred.
4. A copy of the approved permit will be mailed to you. Please bring a copy of the permit with you the day of your event.
5. Make sure attendees park in the proper place.
6. Turn off the lights with the switch, not the timer.
7. HAVE FUN and PLEASE LEAVE THE PAVILION THE WAY YOU FOUND IT.

Thank you.

MUNSON TOWNSHIP PAVILION POLICY

12641 BASS LAKE ROAD

Effective 02/24/1999

1. Only one meeting or event per month is allowed per civic organization unless otherwise authorized by the Trustees. Fee is \$25. All permits are good for three months only – then renewable, and may be canceled by the Trustees if there is an abuse to the facilities.
2. No continual commitment will be made to an individual or organization.
3. Fees and security deposits may be waived in part or in their entirety by the Township Trustees for organizations. Organizations may include, but are not limited to, the following: school, religious/church functions, homeowners' association operating under by-laws and including fifteen (15) or more homes, Scouts, 4-H Groups, YMCA/YWCA, senior citizens, Township Organizations, etc. Township Trustees have full discretion regarding waiver of any applicable fees.

A refundable security deposit may be required for certain functions.

It shall be the policy of the Munson Township Board of Trustees not to rent the pavilion for commercial purposes. The facilities are to be used for nonprofit functions, community organizations as determined by the Township Trustees (see examples above), and the citizens of Munson Township.

4. **Damage or Security Deposit** shall be \$25 per use unless otherwise specified. An annual damage fee of \$25 will be charged to groups for whom fees have been waived.
5. **Private Functions** such as Wedding and Anniversary receptions, birthdays, reunions, showers, graduations, etc., will be charged a rental fee of \$25 for residents and \$50 for nonresidents. Security deposits will be required and are not included in the above rental figures. To qualify as a resident the bride or groom, husband or wife, or one of their parents, siblings or children must live in Munson Township.
6. **Rental Agreements** are required by all parties using Munson Township facilities. All parties must schedule date, time, type of activity, hours to be utilized and number of people to participate in the event. No rental agreement or date is effective until the signed agreement is returned with the appropriate fees and deposits. All organizations except official Munson Township bodies are required to fill out a rental agreement.
7. **Liquor Section** – when alcohol is served the Lessee must obtain approval of the Trustees at a regular meeting and may require a special, one-day liquor permit. Insurance in the amount of \$500,000 in which the policy names Munson Township as an extra added insured is required. Also, when alcohol is served a refundable \$250 damage deposit is required in addition to the rental.
8. **All security deposits will be returned 7-10 days after the event, less an amount sufficient to cover any damages or outstanding fees due the township as a result of this function.** If damages must be assessed, the Township Park Board with concurrence from the Township Trustees, will negotiate an amount with the applicant of this rental agreement.
9. **Closing Time** – Functions are to be concluded by 11:00 p.m.

**MUNSON TOWNSHIP PAVILION RENTAL
RULES & REGULATIONS**

PLEASE READ CAREFULLY

These regulations are part of your Rental Agreement.

1. The Lessee shall abide by all instructions and directives of township officials or park board members.
2. You are responsible for extinguishing lights unless other arrangements have been made.
3. Place all refuse in the proper containers. If you move the tables, please rearrange them at the conclusion of your event. Clean all tables.
4. Please call a park board member if a problem arises.
5. Please park in designated areas only. There is parking for approximately 125 cars.
6. You will be charged in accordance with the Rental Agreement for violation of these rules and/or the Rental Agreement.

Please leave the pavilion as you found it. Thank you.

Contact number if a problem arises during an event: 440-669-2483