



Community Services Building Rental Application

NAME	ORGANIZATION
STREET ADDRESS	APARTMENT/SUITE
CITY	STATE//ZIP CODE
HOME/CELL PHONE	BUSINESS PHONE
FAX	EMAIL
DATES REQUESTED	TIMES
TYPE OF ACTIVITY	WILL ALCOHOL BE SERVED?
WILL FOOD BE SERVED?	IS TECHNICAL EQUIPMENT NEEDED?

PLEASE CHECK ALL THAT APPLY:

Resident
 Non-resident
 Business
 Non-profit

AVAILABILITY & RATES

The Community Services Building & Conference Room are available for public rental between the hours of 7:00 am and 11:00 pm daily, except Christmas Eve and New Years Eve. Reasonable set-up time and takedown time will be allowed. The total rental fee and related documents shall be due when the application is submitted to the Township. To confirm your rental date, the fee must be received via the address at the top of this form. Note: Refunds for cancellation of a reservation will be given if they occur no later than 7 days before the date of the event.

Community Service Building	Resident *1 Resident & Non-Profit *2 Businesses located in the Township		Non-Resident & Non-Resident/Non-Profit		For Profit *3	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Conference Room	\$25	\$40	\$50	\$90	\$80	\$150
Community Room	\$35	\$60	\$90	\$170	\$150	\$300

*1 Resident: Property owner, renters or business located in the township.

*2 Resident & Non-Profit: Organizations, whose membership includes residents, and have proof of Internal Revenue Status to which donations are tax deductible.

*3 For Profit: Individuals or Organizations that charge a fee as part of a profit centered free enterprise or, who by not charging a fee, intend to recruit individuals for future profit making activities.

RULES & REGULATIONS

1. The capacity of the Community Room is 114 seated persons.
2. Meetings at which alcoholic beverages will be available must have the prior written approval of the rental manager and will require proof of Host Liability Insurance Rider. This rider, which is usually available through a homeowner's insurance policy, shall name the township as an additional insured. The rider shall have liability limits no less than \$500,000 for a single occurrence and \$1,000,000 in aggregate. A sale or value exchange of any kind for alcoholic beverages is not allowed at any meetings or rental located on township property.
3. In consideration of my organization or me being permitted to use the Community Room, adjacent kitchen, and/or Conference Room and on behalf of my organization or me, I hereby waive, release, indemnify and hold harmless Torch Lake Township, its officers, employees, volunteers, successors and assigns from any claims for death, personal injury or property damage and from any expenses related thereto, including reasonable attorney fees, which may arise as a result of the use of the Community Room, adjacent kitchen and/or Conference Room. I understand that Torch Lake Township and me, other parties being released, are relying on this waiver of liability and indemnification and I voluntarily enter into it. This waiver of liability and indemnification binds my personal representative, estate, heirs and assigns or my organization and its successors and assigns.
4. For reasons of governmental emergency or for cause, the township board reserves the right to cancel any scheduled rental or use of the township service building facilities. Any rental paid in advance will be refunded.
5. The Torch Lake Township Community Services Facility is a tobacco-free building beginning twenty-five feet from any entrance.
6. **The total rental fee and related documents shall be due when the application is submitted to the rental manager.** Refunds for cancellation of a reservation will be given if they occur no later than 7 days before the date of the event.
7. Minor use of the kitchen, such as making coffee, use of the microwave or the simple warming of food in the oven will be included in the rental and use of the Community Room and Conference Room. Events at which food and or beverages will be served will require a \$100.00 deposit. This will be returned to the renter unless special cleaning is required. In addition, the use of the kitchen for the preparation of food will require a Health Department permit. Health Department permits are available from the Northwest Community Health Agency in Bellaire, Michigan. At the conclusion of a rental or use, individuals and groups are expected to remove all trash from the tables and the floor, clean any areas of the kitchen that were used. Kitchen dishes and utensils used during the rental or use must be cleared from tables, rinsed of food and stacked for later washing. Because the township must pay the contracted cleaning service for any special cleaning needs, it is in the best interest of the renters and groups to leave the facility clean, tidy and secure.
8. The renting party is responsible for cost of repair/replacement of damage to the room and property and injury to any person during the period of occupancy.
9. A cleaning fee to the township may be required beforehand to offset the cleaning costs for the rented area. Such a determination will consider the number of people involved, the length of the rental period, the presence of food and/or beverages, the use of special equipment and the season of the year.
10. If a rental/use party desires to use facility technical equipment, a technical assistance cost may be added to the rental cost.
11. To avoid damage, signs, decoration or any other kind of objects or material should be free standing and not be attached by any method to the structure of the facility.

SUBMITTING THIS FORM ELECTRONICALLY TO TORCH LAKE TOWNSHIP AFFIRMS THAT YOU HAVE READ THE ABOVE RULES AND REGULATIONS AND AGREE TO ABIDE BY THEIR REQUIREMENTS.

PLEASE SAVE THIS .PDF FILE TO YOUR COMPUTER BEFORE SELECTING THE "SUBMIT" BUTTON BELOW. Some older computer operating systems and email programs do not yet support the submit function. By saving a copy of this document to your computer you can elect to manually attach it to an email you send to Torch Lake Township at kwindiate@torchlake.com.

Selecting the submit button below will automatically open your email program and send a copy of this completed form to Torch Lake Township. If you send this form using Yahoo Mail or Gmail, you will be prompted to login to your account. After logging in, your email to Torch Lake Township will appear in your "drafts" folder.