

GENERAL OFFICES / PARK DEPT.
269/684-0870 FAX 269/684-1996

DEPARTMENT of PUBLIC WORKS
269/684-5647 FAX 269/684-5979

FIRE DEPARTMENT
SOUTH 269/683-3311
FAX 269/683-1633
NORTH 269/683-9440

NILES CHARTER TOWNSHIP WEB SITE
NILESTWPMI.GOV

NILES CHARTER TOWNSHIP

320 BELL ROAD, NILES, MICHIGAN 49120



OFFICIAL NILES CHARTER TOWNSHIP TREE -- ASHWOOD BURR OAK

BUILDING DEPARTMENT
269/687-2741 FAX 269/687-2726

CODE ENFORCEMENT
269/684-0870 x 20 FAX 269/684-1996

POLICE SERVICES
866 630-7679

ASSESSOR
269/684-0870 FAX 269/684-1996

MEETING ROOM USE AGREEMENT for 320 Bell Road
269-684-0870 Ext. 15

1. Today's Date: _____
2. Your Name : _____
3. Organization: _____
Address: _____
4. City: _____ State: _____ Zip Code: _____
5. Contact numbers: Cell _____ Hm: _____ Wk: _____
6. Driver's License Number: _____
7. Are you of Michigan's legal age (18): Yes: _____ NO: _____

AGREEMENT INFORMATION

Niles Charter Township and the undersigned agree to and represent unto one another as follows:

8. Date of occupancy: _____
9. Time of occupancy: _____
10. Purpose of use: _____
11. Describe function: _____
12. Profit or Non Profit Organization: _____
13. Estimated number of people:(max capacity 70 persons) _____
14. Main Entrance key number assigned: _____

I, the undersigned, represent that all of the above information is true and correct to the best of my knowledge, and also agree to comply with, and be bound by the rules governing the use of the Niles Charter Township Meeting Room and Grounds, which are on the back of this agreement.

I, THE UNDERSIGNED, UNDERSTAND ANY AND ALL TOWNSHIP FUNCTIONS WILL TAKE PRECEDENCE OVER ANY SIGNED AGREEMENT.

Signature: _____ Date: _____

Witnessed By: _____

Date to pickup key _____ time: 9:00am to 3:00 pm

Niles Charter Township reserves the right to accept or deny any request.

RULES GOVERNING USE OF NILES CHARTER TOWNSHIP MEETING ROOM and GROUNDS

1. The Niles Charter Township Meeting Room, hereinafter referred to as the MEETING ROOM shall be used solely for the purpose stated on the agreement of said MEETING ROOM. Failure to comply with any rules shall result in the loss of use and/or possible legal action.
2. **Not to be used for business, sales, service or for profit.**
3. **Food, Smoking, intoxicating beverages and illegal drugs are PROHIBITED within the MEETING ROOM and grounds**
4. The agreement of the MEETING ROOM shall be signed by a person 18 years of age or older and said signer shall be responsible for: seeing that the terms of said agreement of the MEETING ROOM are observed and complied with; for adult supervision of minor children, for any damage to said MEETING ROOM, equipment and grounds or injury to any person thereon caused by any person (s) associated with the undersigned during the period of occupancy stated, and the undersigned shall reimburse, indemnify, and save the Township fully harmless therefrom.
5. The Undersigned shall be liable and responsible for all janitorial maintenance and cleaning; in keeping the MEETING ROOM, and surrounding building and grounds in a neat and orderly condition, free of rubbish and debris accumulated by the undersigned.
6. The Undersigned shall not reassign transfer, or sublet said agreement or any part thereof, without written consent of Township
7. The user is responsible for locking the entry doors to the building after use and placing the assigned key in the meeting room agenda box.
8. The Undersigned shall comply with all law of the United States, of the State of Michigan, and all ordinances, rules and regulations of the township, and the Undersigned will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.
9. The entrance key to the building for use of the Meeting Room may be picked up the last business day of the week or prior to a holiday or weekend; between 9:00 a.m. and 3:00 p.m. on Monday through Friday at the township office located at 320 Bell Road, Niles, Michigan

Agreements for weekly and or monthly repeated use require Township Board approval and must be submitted at least 30 days prior.

FOR BOARD APPROVAL

MEETING DATE: _____

APPROVED: _____

NOT APPROVED: _____

SIGNATURE: _____