

# HALL USAGE AGREEMENT/REQUEST FORM

LAWRENCE TOWNSHIP

411 N Paw Paw St,

PO Box 445,

Lawrence, MI 49064

269-674-4255

**NOTICE:** Lawrence Township Hall is reserved for public and community purposes. Private use (baby showers, birthday parties, weddings, etc.) is prohibited unless requested by a Lawrence Township employee.

## PRIMARY CONTACT AND/OR ORGANIZATION (WHO)

Organization Name: \_\_\_\_\_

☐ Public Entity (Township, Village, County, State, Federal)

☐ Educational Institution

☐ Church/Faith Organization

☐ Registered Nonprofit (501[c]3)

CONTACT PERSON NAME\*: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\* The contact person listed must be responsible for the event and present on-site for the duration of the event.

## EVENT DETAILS

Failure to disclose all event information may result in cancellation of your request. Incomplete information will delay processing.

Is your event open to the public? ☐ YES ☐ NO

Will you be advertising your event? ☐ YES ☐ NO

Will food or beverages be served? ☐ YES ☐ NO

Will there be live or amplified music? ☐ YES ☐ NO

Are you hiring a third-party vendor? (DJ, caterer, entertainer, etc.) ☐ YES ☐ NO

Additional Information \_\_\_\_\_

\_\_\_\_\_

## EVENT INFORMATION (WHAT)

Event Title/Description (e.g., Township Meeting, Public Forum, Community Program):

\_\_\_\_\_

Requested Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(Includes setup & cleanup — both must occur on the day of the event. No early setup or next-day cleanup is permitted.)

Alternate Date/Time (If Any) \_\_\_\_\_

Maximum Occupancy: 160 people per Fire Code (no exception).

For multiple dates, please use the reverse side of this form to list additional dates and times.

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### USAGE PRICING

A usage fee of \$150 is required before keys or building access are provided. This fee helps cover Township costs such as electricity, water, restrooms, television, internet, and general building use.

**Please make check payable to: Lawrence Township**

### STATEMENT OF CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for Lawrence Township to cancel or terminate my event.

I acknowledge that I have read and agree to the Terms and Conditions of the Lawrence Township Hall Usage Agreement, including the Code of Conduct, and accept responsibility for compliance with all rules, regulations, and restrictions communicated by Lawrence Township.

I understand that use of the Township Hall may carry a risk of personal injury. By signing below, I release and discharge Lawrence Township from any liability for injuries or damages, including losses caused by negligence. The Township specifically does not waive governmental immunity to the extent authorized by law.

I further acknowledge that the \$150 usage fee is **nonrefundable** and must be paid prior to access being granted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TOWNSHIP USE ONLY

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

Usage Fee Received (Nonrefundable \$150.00): \_\_\_\_\_

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## Terms and Conditions

### Eligibility for Use

The Lawrence Township Hall is available only for public entities and community-serving organizations such as governmental units, educational institutions, churches, and registered nonprofits. The hall is not available for private events (e.g., weddings, baby showers, birthday parties, or similar private gatherings), except when requested by a Lawrence Township employee.

### Usage Fee

A non-refundable usage fee of \$150 is required before keys or building access are provided. This fee covers Township costs such as electricity, water, restrooms, television, internet, and general facility use.

### Alcohol

No alcohol is permitted on Township property. If alcohol is present, the event will be immediately terminated, regardless of time or expense.

### Code of Conduct

1. Food and beverages are allowed only if disclosed in the event application and approved by Lawrence Township.
2. Smoking is prohibited in all areas of the building and grounds.
3. Children under the age of 12 must be supervised by an adult, unless they participate in a Township-sponsored program with approved supervision.
4. The Town Hall structure, furnishings, and fixtures must be treated with care and respect.
5. All Township, Village, State, and Federal laws and ordinances must be always observed.

### Parking and Unloading

Parking is available in the lot west of the building. Handicap vehicle parking is located on the north side.

### Noise

Events must comply with the Village of Lawrence Noise Ordinance. Events with amplified music, DJs, or live bands require prior disclosure and approval, and must remain indoors. Township staff may terminate events not in compliance.

### Food and Beverages

- Food and beverages may be served only if approved in the application.
- Kitchen facilities include sink, range top, and refrigerator. The oven may be used only for reheating food items and may not be used for cooking meals.

Revised: 09/18/2025

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- Lessees may not use or remove supplies, food, or equipment that belong to Lawrence Township, Senior Services, or any other Township department.
  - Utensils, cookware, and serving items are not provided by the Township.

## **Event Times and Room Setup**

- Set-up and cleanup must occur on the day of the event only. Early setup and next-day cleanup are prohibited.
- All events must end, and the facility must be vacated, by the end time stated on the application.
- Lessees must arrange their own setup/cleanup and return all tables and chairs to their original location.
- It is recommended that lessees take pictures of the hall before and after their event for documentation.

## **Decorating**

- No confetti, glitter, nails, or ceiling fixtures may be used.
- No candles or open flames are permitted. Sterno is allowed if properly contained in catering equipment.
- Adhesive tape on painted surfaces is prohibited; only blue painter's tape or StickyTak may be used.
- Inflatable devices (e.g., moon bounces) are prohibited unless specifically approved.
- Storage of items before/after events is not permitted.

## **Cleanup Requirements**

The lessee is responsible for full cleanup of all areas used, including but not limited to:

- Wiping down and sanitizing all tables, countertops, sinks, and other surfaces touched during the event.
- Cleaning and sanitizing kitchen sinks, stovetop, refrigerator, and any Township-provided surfaces used.
- Do not leave dirty dishes in the sink. Follow posted sanitizing instructions above sinks. Empty sink drain strainers and do not allow food waste into the drains.
- Cleaning bathroom sinks, toilets, and other fixtures used by event participants.
- Sweeping and/or mopping floors if necessary.
- Emptying all trash cans (including both kitchen bins), replacing liners, and placing trash in the outside dumpster at the south end of the parking lot.
- Returning tables and chairs to their original positions.
- Removing all decorations, food, and trash from the premises.

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**Failure to properly clean will result in denial of future reservations and/or additional charges for cleaning services.**

## **Occupancy Limit**

Maximum occupancy is 160 people per Fire Code. This limit is strictly enforced and non-negotiable.

## **Damage and Liability**

The lessee is financially responsible for any damage to Township facilities, equipment, or grounds during the event, including costs of repair or replacement.

The lessee agrees to defend, indemnify, and hold harmless Lawrence Township, its officers, employees, and agents from any claims, demands, or actions arising out of the use of the Township Hall, including claims caused by negligence.

## **Non-Transferability**

Reservations are not transferable. The contact person listed on the application must be present during the event and is responsible for ensuring compliance with all terms.

## **Hall Setup Requirement**

All tables, chairs, and furnishings must be returned to the **default setup** after your event.

Please refer to the **diagram on the following page** for the required arrangement.

Failure to restore the hall to this setup will result in denial of future reservations and/or additional charges for staff time.

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