

## Request to use Pokagon Township Property

Date: \_\_\_\_\_

Date(s) facility is to be used \_\_\_\_\_

Person or Group seeking permission \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Is the person or group requesting facilities a resident or from the township? \_\_\_\_\_

What will the facilities be used for? \_\_\_\_\_

\_\_\_\_\_

This request must be submitted to the Township Clerk. The Township Board will act on the request at its next regularly scheduled meeting. If there is a short time span between the date of the request and the event to be held, two township officials will confer and make a decision about the use of the facilities.

The rental fee of \$50.00 and the cleaning deposit fee of \$25.00 (which will be returned if the facilities are properly cleaned after the event) must be paid in cash at the time of the application. If the board does not approve the request both fees will be returned promptly. You will need to make arrangements with the Township Clerk to secure a key to the Township Hall. The township board reserves the right to refuse to rent or make available any facilities under its jurisdiction if it believes that it is not in the best interest of the township or the facility.

The township hall does not have a community room that is separate and apart from the office area in the building. The office area is off limits to any group using the hall. In an emergency, the phone may be used for a local call but no supplies or equipment are to be used by any outside group.

There are no provisions for cooking at the town hall, but food may be carried in and served. No smoking is allowed inside the town hall. Alcoholic beverages cannot be served or consumed on township property.

I (we) request to use the Pokagon Township facilities requested above on the above indicated date(s) and agree to abide by all the rules and restrictions listed above. The person signing this application will personally be financially responsible for any damage to the building or premises above and beyond normal wear and tear.

Signature \_\_\_\_\_

*Do not write below this line...for office use only.*

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**Township Clerk, Carrie Sandberg**

Date request received \_\_\_\_\_

Fee deposit paid \_\_\_\_\_ Cleaning deposit paid \_\_\_\_\_

**Township Board**

The request to use the township facilities was **approved or denied** (circle one) by \_\_\_\_\_ on \_\_\_\_\_.

Township official signature \_\_\_\_\_

**Disposition of Cleaning Fee**

An inspection was made of the facilities used by the above named individual/group by \_\_\_\_\_ on \_\_\_\_\_ and it is recommended that the cleaning fee be **refunded or forfeited** (circle one).

Signature of person making inspection \_\_\_\_\_

Date fee returned \_\_\_\_\_

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The \_\_\_\_\_ (party) agrees to defend, indemnify and hold harmless Pokagon Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from \_\_\_\_\_ (party) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of Pokagon Township, or by third parties, or by the agents, servants, employees or factors of any of them.