

RIVERTON TOWNSHIP
MASON COUNTY
BUILDING RESERVATION FORM

ACTIVITY DATE _____ TIME: _____
NAME OF GROUP/INDIVIDUAL: _____
PERSON IN CHARGE: _____ PHONE: _____
ADDRESS: _____

In consideration for the use of the Riverton Township Hall located at 2122 W. Hawley Road, Scottville, Michigan the following RULES and REGULATIONS are to be adhered to as follows:

1. Rental fee to be paid in advance, **CHECK PAYABLE to Riverton Township Treasurer**, Kristi Griffis, 1868 W. Kistler Rd., Scottville, MI 49454
2. Please feel free to use tables and chairs in storage room, however, we ask that they be cleaned and returned in their proper storage area.
3. Please remove all food from refrigerator/freezer.
4. Please clean up any spills, etc. in and on stoves and ovens.
5. You are responsible to remove all garbage or trash created by your group inside and outside of the building.
6. Thermostat to be at 60 degrees when locking hall. **HALL MUST BE VACATED BY 12:00 MIDNIGHT.**
7. Phone – **ONLY LOCAL CALLS** allowed.
8. Lock all windows and main hall door from inside. Lock kitchen door with **KNOB LOCK ONLY. TURN OFF LIGHTS.**
9. **NO ALCOHOLIC BEVERAGES ALLOWED IN OR ON PREMISES. INCLUDES NON-ALCOHOLIC BEER, CHAMPAGNE, ETC.**
10. **NO TACKS IN WOODWORK OR TAPE ON PAINTED WALLS ALLOWED.**

INDEMNIFICATION AGREEMENT:

For the (Renter)_____ agrees to defend, indemnify and hold harmless the TOWNSHIP OF RIVERTON from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from RIVERTON TOWNSHIP 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 the (Renter)_____, RIVERTON TOWNSHIP or by third parties, or by the agents, servants, employees or factors of any of them.

SIGNATURE: _____ DATE: _____

HALL CUSTODIAN: _____ DATE: _____

If you have any problems, or questions, please call the Gary Dittmer or one of the township officers below.

THANK YOU,

RIVERTON TOWNSHIP BOARD

Gary Dittmer
Supervisor 231.233.5032

Cindy Gerbers
Clerk 231.425.7518

Kristi Griffis
Treasurer 231.742.1761