

**GLEN ARBOR TOWNSHIP**

**P.O. Box 276 Glen Arbor, MI 49636**

**Office 231-334-3539 ~~ glenarbor@glenarbortownship.com ~~ FAX 231-334-6370**

**SMALL MEETING ROOM LEASE AGREEMENT**

This LEASE AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Township of GLEN ARBOR, a municipal corporation, hereinafter designated "Township" and \_\_\_\_\_, hereinafter designated the "Tenant", in consideration of the conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties as follows:

- 1. The Township hereby Lets and Leases to the Tenant, the following described premises, Glen Arbor Township Meeting Room at 6394 W. Western Ave., Glen Arbor, MI owned by Glen Arbor Township, for the following dates and times: (You may call the Township Clerk to add additional dates as needed)

\_\_\_\_\_  
\_\_\_\_\_.

- 2. Said premises shall be used for \_\_\_\_\_.
- 3. The Tenant shall pay a deposit of **\$25.00** before the Township Clerk will schedule the event on the Township Calendar. The deposit will be applied toward the rental fee.
- 4. The Tenant shall pay as rent the sum of \$ **100.00** to defray the cost of maintenance, utilities and upkeep.

5. The Tenant shall not assign, transfer or sublet this Lease on said premises, or any part thereof, without the written consent of the Township Board.
6. The Tenant shall be liable and responsible for any and all damage or injury to said premises or any person or property thereon during the period of occupancy thereunder, and shall reimburse, indemnify and save the Township fully harmless therefrom.
7. The Tenant shall abide by the **Meeting Room Rental/Use Rules** as adopted by the Township Board.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above. I have read, understand and agree to abide by the terms of this agreement.

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Tenant

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Address

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City, State, Zip

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Work Phone

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Cell Phone

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Email