


# ODESSA TOWNSHIP COMMUNITY ROOM RENTAL APPLICATION

Today's Date: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME REQUESTED: \_\_\_\_\_ A.M./P.M. TO \_\_\_\_\_ A.M./P.M.

(Example 1:00 p.m. to 5:00 p.m.  please include set up and clean up in the time requested-clean up and doors locked by 11:30 p.m.)

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ A.M./P.M.

	Resident	Non-Resident	
Community Room	\$150.00	\$225.00	\$100.00 Deposit is due when key is picked up.
Kitchen	included	included	\$200.00 Deposit due for wedding receptions.

Total Due for Rental with Application \$ \_\_\_\_\_

Group Requesting: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

List of specific equipment or arrangements desired:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, sponsoring adult, agree to be in attendance at all times, and, also, agree to adhere to all building usage rules and regulations that apply to this facility, as attached. I understand smoking is prohibited, and that alcoholic beverages are not allowed on Township property. To the fullest extent permitted by law, I agree to defend, pay in behalf of, indemnify, and hold harmless, Odessa Township/Ionia County, its elected officials, employees, and others working in behalf of Odessa Township/Ionia County, against any and all claims, demands, suits, or loss, including all costs connected, therewith, and for any damages which may be asserted, claimed, or received against, or from Odessa Township/Ionia County, by reason of personal injury and death, and/or property damage, including loss of use, thereof, which arises out of, or is any way connected or associated with this contract. . CARS ARE NOT ALLOWED TO DRIVE ON LAWN TO CIRCLE THE BUILDING. Cost associated will be assessed to the renter. Damages will be assessed accordingly

Signed: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Odessa Township, 3862 Laurel Drive, PO Box 575 Lake Odessa, MI 48849  
Phone 616-374-4237 Fax 616-374-4257

IN CASE OF EMERGENCY- Dial 9 (for an outside line), then 911.  
Township Officials can be reached at home by calling  
Clerk, Lisa Williams 1-616-374-7338  
Treasurer, Sharon Rohrbacher 1-616-374-8489

(Adopted June 4, 2018)