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Shelter Rental Application

Requested Rental Day & Date _____

Name of Renter _____

Address _____

Phone Number _____

Email Address _____

Today's Date _____

Reason for Use of Shelter _____

Number of People Expected _____ (Maximum of 50 people)

Time Requested

_____ 10:00 am to 3:00 pm \$50.00 (Weekday) \$75.00 (Weekend/Holiday)

_____ 3:00 pm to 9:00 pm \$60.00 (Weekday) \$90.00 (Weekend/Holiday)

_____ 10:00 am to 9:00 pm \$110.00 (Weekday) \$165.00 (Weekend/Holiday)

\$100.00 Security Deposit for all rentals – must be a separate check

Rental Rules

1. Organizations or groups larger than 10 people must reserve the facility.
2. No charge for Grand Rapids Township Neighborhood Association meetings.
3. All checks must be from the renter as they are the responsible party and must be present for the activity.
4. Signed application, rental payment and security deposit must be received to confirm reservation.
5. No rental refunds will be issued within 3 weeks prior to a rental date. If a cancellation occurs before 3 weeks of a rental date, the township will retain \$25 as a cancellation fee and refund the remainder of the rental fee.
6. No commercial uses, concessions or fund raising activities permitted.
7. No alcohol.
8. No vehicles on the lawn, in the park, or on pathways, for any reason.
9. Picnic tables may not be moved from the shelter house area.
10. Each party is responsible for cleaning up after themselves. Before leaving, clean tables, put trash in dumpster, take down any signs and balloons you put up. The park facilities (i.e. restrooms, playgrounds, etc) are available to the public regardless of private rental.
11. Problems should be reported to the Township Office or Fire Department.
12. Violation of any rules or damages will result in the loss of the security deposit and future ability to reserve.

I, the sponsoring adult, agree to be responsible for the above use of the Township Shelter and agree to be in attendance at all times. I further agree to adhere to all building usage rules and regulations that apply to this facility. I accept all liability for damages to the building and/or equipment it contains.

By signing this form, I agree to all of the above.

Signature _____ Date _____

Official Use Only

Collect Rental Payment Collect Security Deposit Receipt

Google Outlook

M:\DATA\Office\Hall-Shelter-Field\Shelter Rental Application

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