

**LEIGHTON TOWNSHIP**  
**FACILITY RULES AND REGULATIONS**  
(Approved 12/2016, Revised & Approved 7/1/2021)

**AVAILABILITY:**

The large meeting rooms (capacity seating 125) in the Township Hall and/or Library are available for rent. All township and library functions have first priority over rentals. The rental must be scheduled in advance and is subject to the following fees, rules, and regulations. The scheduling will be done through the Library Director at 616-877-4143 and/or the Township at [clerk@leightontownship.org](mailto:clerk@leightontownship.org) 616-891-8238 ext. 114.

**FEES:**

Two checks are required:

Leighton Township Residents: Rent - \$75, Deposit - \$150

Non-Residents: Rent - \$150, Deposit - \$300

Both Facilities Resident: Rent - \$120, Deposit \$250

Both Facilities Non-Resident: Rent - \$250, Deposit \$500

AV equipment is available to residents for an additional \$25 rent and additional \$50 deposit.

AV equipment is available to non-residents for an additional \$25 rent and additional \$50 deposit.

The deposit will be returned if the conditions of this agreement are met.

**RULES AND REGULATIONS:**

1. No alcoholic beverages may be served or consumed on the property (inside or outside).
2. No red punch may be served in the building.
3. No food shall be prepared in the building. With the approval of the library board, grills or other food preparation equipment may be used outside of the building.
4. No smoking is allowed in the building.
5. No animals are allowed in the building without the approval of the Board.
6. Non-profit groups or organizations, as recognized by the Federal Government, may use the facility and may request a waiver of fees but must sign the rental agreement to secure the date and time. The space must be returned to its original condition.
7. The facilities may not be used for gambling.
8. Nails, tacks, tape, or other adhesives may not be used on the walls, windows, partition wall or ceiling of the building.
9. Anyone using the facilities is responsible for removing garbage from the facility. Tables and chairs must be returned to their original locations.
10. The building must be returned to its original condition by 10 PM of the day of use.
11. Anyone using the facilities will be billed for any cost for cleaning, repairs, garbage removal, or other expenses incurred by the owner related to the use of the building and grounds not covered by the deposit.
12. The partition wall is locked. Make no attempt to open it or place tables against it.
13. The Township/Library is not responsible for articles left on the premises.

**A SIGNED APPLICATION FORM AND PAID FEES ARE REQUIRED TO SECURE RENTAL.**



**LEIGHTON TOWNSHIP LIBRARY  
RENTAL AGREEMENT**

**Date(s) Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name of Organization (if any)/Family:** \_\_\_\_\_

**Name and Address of Person Responsible (must sign this application):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Residence Status (check one):** Leighton Township Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

**Describe intended use of the facility. Use will be limited to the uses described and approved.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I, the undersigned and above named, have received and understand the rules and regulations regarding the rental of the Leighton Township Library and accept full responsibility for the proper implementation of those rules and regulations during the rental period and use of the Leighton Township Library stated above. By my signature I accept liability for any cost incurred by the Township as a result of any violation of the rules and regulations during that rental period.*

**IDEMNIFICATION AGREEMENT**

The lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the lessor against any and all claims for injury to person or property (including claims of the employees of the lessee or any contractor, subcontractor, or invitee) arising out of the activities contracted by the lessee, its agents, members, or guests, or invitees.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness (Library Staff Member):** \_\_\_\_\_ **Date:** \_\_\_\_\_