

**BENZONIA TOWNSHIP**  
1020 MICHIGAN AVE.  
P.O. BOX 224  
BENZONIA, MI 49616  
231-882-4411

**HALL USAGE FORM**

Name of Organization or group (hereafter referred to as group).

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Date(s) requested \_\_\_\_\_ Time \_\_\_\_\_  
If requesting a repetitive date, please indicate week and day, (ie, 3<sup>rd</sup> Thursday).

Each User must adhere to the following township rules:

- Official Township business has precedent over any meeting date.
- If the Township must hold a meeting on a scheduled night, the group will be informed of the change.
- Groups will not use materials belonging to the Township.
- It is the responsibility of the group to make sure the Clerk has placed the meeting on the calendar.
- No phone reservations will be accepted.
- Each group will be responsible for any damage they might cause.
- Reservations can be made during normal working hours at the Township Hall. 9:00 – 4:00 M-Th.
- A key can be picked up one (1) day prior to the meeting date and returned no later than one (1) day after the meeting date.
- Failure to comply with these rules will forfeit your right to use the Township Building.
- A cleaning/damage deposit may be charged by the Township.
- If the group no longer has a need to use the building after scheduling, please contact the Township Clerk.
- Meeting room and rest rooms must be left in the same condition that they are found.

The group hereby agrees to defend, pay in behalf or, and hold harmless the Township of Benzonia, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Township of Benzonia, it's elected and appointed officials, employees, volunteers or others working in behalf of the Township of Benzonia, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the group and/or in any way connected or associated with this agreement.

\_\_\_\_\_  
Authorized Township Agent Signature

\_\_\_\_\_  
Authorized User Signature

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized User Signature

\_\_\_\_\_  
Contact number

Adopted: October 5, 1994  
Amended: September 13, 2006  
Office hour changed 5/15/2013