

Borculo Community Center

6520 96th Avenue, Zeeland, MI 49464

Rules & Regulations

Contract – May not be reassigned, transferred, or sublet without the prior written consent of the Township.

Hours – No use before 9 AM or after 11:30 PM.

Payment – Deposit is due at the time that the agreement is executed, and payment of the rental fee is due when the key is picked up.

Tables & Chairs— The community center has provided tables and chairs to accommodate approximately 150 occupants. These tables and chairs are all stored on rolling carts in the back closet. **You are responsible for setting up/taking down tables and chairs for your event.**

Keys – Renter will be provided with one (1) key. **Keys need to be picked up at Township Hall before 5 pm the Thursday prior to the event**, unless other arrangements have been made. **Keys must be left in the drawer located outside of the kitchen. Any lost keys will result in charges for the re-keying of the locks.**

Alcohol – No alcohol sales allowed or free alcohol where an admission is charged etc.

Smoking - The community center is a smoke-free facility. **No smoking in or around the center.**

All red colored drinks are prohibited inside the community center.

Decorations – No holes shall be made on walls or the ceiling. Do not put tape or command hooks on walls, ceiling, or projector screen. **Rice, glitter, confetti, or straw-hay are not allowed.**

Damage – Renter will be responsible for all damages to the center during the event. If there is no damage the deposit will be returned in full. If there is damage the deposit will be used to repair the damage and restore the center to the condition prior to the rental agreement.

Clean-up – The renter will clean the center after use according to the checklist provided. Renter is responsible to complete the checklist and leave it with the key in the drawer after event.

Animals - No animals are allowed in the center except for those needed to assist people.

Renter agrees to conduct activities so as not to endanger any person attending event.

Renter may cancel this agreement and receive a complete refund of the deposit by notifying the Township at least (30) days in advance of the event.

The Township reserves the right to terminate or rescind the contract in its entirety or in part of the contract immediately upon the breach of any of the terms of this agreement by the renter.