



**SPRING ARBOR TOWNSHIP  
PARK OR BUILDING USE RESERVATION FORM**

Name of facility requested: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Activity Date(s) and Times: \_\_\_\_\_

Name/Type of Group/Individual: \_\_\_\_\_

Name of responsible person/renter: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_  
Home cell work

**FACILITY USE POLICIES**

The use or possession of alcoholic beverages or illegal substances is strictly prohibited.

The Township reserves the right to ask the renter and guests to vacate the property if the Township representative determines significant damage to persons or property is imminent or if the spirit of the rental policy is in jeopardy.

The renter agrees to leave the facility and associated equipment in the same conditions as when they arrive. The facility must be left clean with all trash/garbage placed in the appropriate containers. All equipment must be returned to its original position.

The renter assumes responsibility for all damage to the facility and equipment beyond normal "wear and tear." The renter also is responsible for all costs associated with legal action and injury that may arise from their use of the facility. Repair of damage may be levied against the renter.

**INDEMNIFICATION AGREEMENT:**

\_\_\_\_\_ agrees to defend, indemnify and hold harmless the Spring Arbor Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Spring Arbor Township by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the \_\_\_\_\_, \_\_\_\_\_, or by third parties, or by the agents, servants, employees or factors of any of them.

**CERTIFICATE OF INSURANCE REQUIREMENTS (FOR ORGANIZED GROUPS):**

The renter at the renter's sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars (\$1,000,000). The insurance shall be with an "A" best-rated Company licensed to do business in this State. Such insurance shall insure, on an occurrence basis against all liability of the renter, its employees and agents arising out of or in connection with operations of the renter. The Spring Arbor Township and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the renter's policy. The renter shall provide to the Spring Arbor Township a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY SPRING ARBOR TOWNSHIP OFFICE**

SCHEDULE CHECKED FOR CONFLICTS: Yes \_\_\_ NO \_\_\_      REQUEST GRANTED: YES \_\_\_ NO \_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_