



Courthouse Square Association Event Rental Agreement 1845 Courthouse

Groups or individuals wishing to use the facility must complete this form and submit it to Courthouse Square Association for approval. Requests are reviewed and considered individually and granted on a first come, first serve basis. Requests for extended use of the building will be considered individually and acted upon accordingly. All events must conform with CSA's Rental Policies. Call with questions, 517-543-6999.

Name of organization _____
Contact Person _____ Title _____
Residential Address _____
Mailing Address _____
Phone _____ Today's Date _____
501(c)3 status? _____
Signature _____

Fee:
Amount _____
Date Paid _____
Date Approved _____
Approved by _____

Nature of function/event _____
Date of event _____ Time _____
Public ___ Private ___ Number of participants expected _____
Special needs _____

RENTAL FEE: Weekend Rentals: \$100 (access for 5 days, Thursday-Tuesday). The building contains approximately 75 chairs, and 2 tables; all contents belong to CSA and may not be removed from the premises for any reason. Use of the public restrooms at the park are not guaranteed. **Use of space heaters is strictly prohibited.**

DEPOSIT AND FEE PAYMENT: **A \$50 Additional deposit is required,** to be returned upon the satisfaction of CSA that all terms of the agreement have been met. In case of cancellation, **the deposit is non-refundable.** Cash, check or money order, made payable to Courthouse Square Association for the appropriate amount, must accompany the request form. Payment of deposit/fee does not guarantee approval of request. Deposit/fees will be returned if the request is not approved. Fees charged to groups with 501(c)3 status will be considered individually.

PUBLIC EVENTS: Not all public events will be approved, some are deemed inappropriate for the Museum's Mission. Public events will require proof of appropriate liability coverage and fees will be considered on an individual basis. Applicant assumes responsibility for any and all damages to property and contents as a result of rental event.