



CATO TOWNSHIP COMMUNITY CENTER Rental Guidelines

309 S Lincoln Ave
Lakeview, MI 48850
www.catotownship.com

Reservations | catotwp.clerk@gmail.com | (989) 330-5770

Pick-up Key | catotwp@gmail.com | (989) 287-3368

CATO TOWNSHIP RESIDENT OR TAXPAYER

Applicants must be at least 21 years old and reside in or own property within Cato Township.

| | |
|--|---|
| \$100.00 Security deposit and signed Rental Agreement | <i>Due within 48 hours to complete the reservation</i> |
| \$100.00 Rental fee due when key is picked up | <i>Security deposit will be returned after appraisal of hall condition.</i> |

NON-RESIDENT OR NON-TAXPAYER

Applicants must be at least 21 years old.

| | |
|--|---|
| \$100.00 Security deposit and signed Rental Agreement | <i>Due within 48 hours to complete the reservation</i> |
| \$200.00 Rental fee due when key is picked up | <i>Security deposit will be returned after appraisal of hall condition.</i> |

CANCELLATIONS: Refunds will be provided for cancellations made up to 2 weeks before the event, minus a \$25 fee.
No refunds will be issued for cancellations made within 2 weeks of the event.

RENTAL PERIOD is for 1 day only 8am – 11pm. No prior set-up or next day clean-up. Exceeding this time frame may result in additional charges.

Compliance With The Following Rules Is Required.

- NO weapons, smoking, gambling or alcoholic beverages allowed on premises.
- No pets other than registered support animals.
- No candles or open flames.
- Township property may not be removed from the building.
- Maximum occupancy 146
- Renting of the Center is limited to the building only. The yard beside the building is privately owned and does not belong to the Center.
- Table decorations only. Do not affix anything to the walls or ceiling.
- The thermostat must be returned to 65 in the winter and the AC turned off in the summer.
- Double-check all 3 outside doors to ensure they are locked and latched before leaving
- Turn off all lights (there will be one light that will remain on next to the kitchen window)
- After locking up, drop the key in the provided drop box. There will be a \$20 fee for lost keys.
- Report any damage: Any damage or breakage to the hall should be reported.
- Renters must comply with all federal, state, county, or township laws and ordinances.
- Kitchen is for food warming only. NO cooking allowed.
- The Township Board reserves the right to cancel an event or prohibit further use by certain parties if the rules are not adhered to.

If there is an issue, contact a member of the Cato Township Board:

Jamie Boehm (989) 287-3368 | Ginger Imhoff (989) 330-5770 | Brandi Clark-Hubbard (616) 824-4568

David Behrenwald (989) 560-1720 | Marcy Myers (989) 493-0643

EVENT SET-UP

- Parking is available in the lot behind the center to the south.
- There are 18 - 8ft tables available
- There are 80 chairs
- There is guest Wi-Fi available
- Do not hang any decorations from the ceiling.

EVENT CLEAN-UP

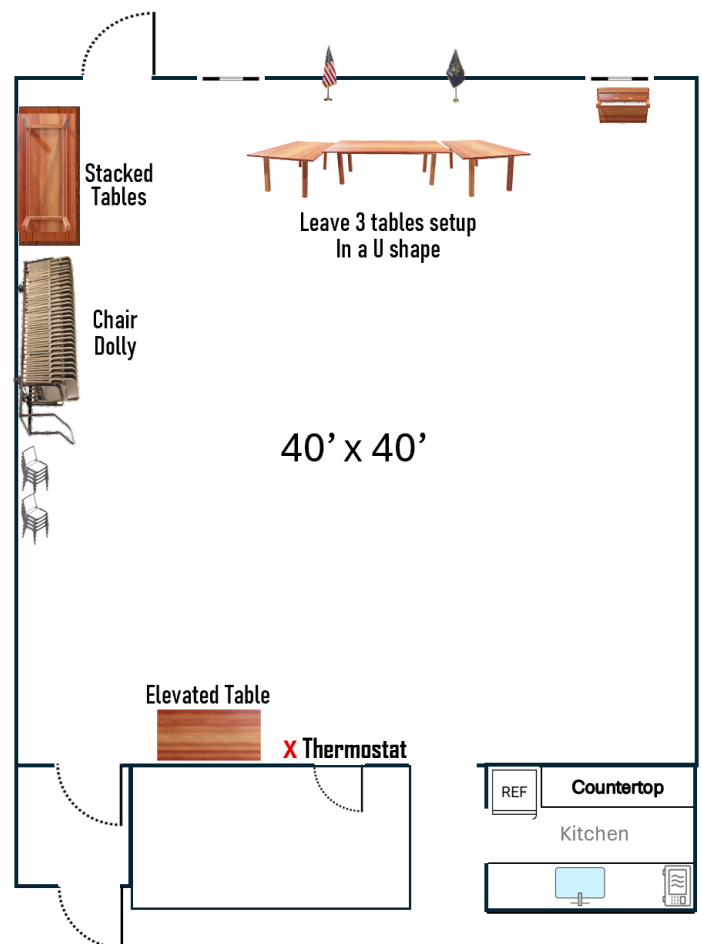
- ☐ Hall should be restored to the check-in condition. See pictures below.
- ☐ All trash, including Kitchen & Restrooms must be taken with you when you leave.
- ☐ Vacuum carpets, including foyer and hallway.
- ☐ All surfaces wiped (tables, chairs, counters, coffee pot, etc.)
- ☐ Remove all food and drinks from the freezer and refrigerator.
- ☐ Check both bathrooms to ensure they are visually clean, and toilets are flushed.

BEFORE YOU EXIT

- ☐ Trash Bags
- ☐ Set thermostat to 65° in winter / AC off in summer.
- ☐ Lights off in restrooms | hall
- ☐ Lock doors
- ☐ Deposit key

CHECK OUT – CHECK IN ROOM ARRANGEMENT

Please leave the room set up in the same manner it was when you arrived. This will make the transition between renters go much smoother. Thank You!



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