

**Village of Ortonville
Old Town Hall
486 Mill Street
Ortonville, MI 48462
(248) 627-4976**

Hall Capacity – 78 Persons

Rental Fee:

Village Resident \$25
Non-Village Resident \$50
(Rental fees to be charged per use)

Fee may be waived for certain uses
or groups (i.e., community groups)

Application / Facility Use Agreement - Old Township Hall

Organization: _____

Applicants Name: _____

Address: _____

Phone: _____

Describe Activities Planned: _____

Date(s) of Activity: _____ Time: _____

Is this a recurring use? Yes or No (Circle one) If so, what is the last date of use? _____

Number of people attending (Hall capacity is 78 persons): _____

Ages of those attending: _____ Is the general public welcome ___Yes ___No

Additional comments: _____

Applicant (check): ___Village Resident (must live WITHIN Village) ___Non-Village Resident

Fee Paid: \$_____ Date Paid: _____

The use of the Old Township Hall is subject to the Rules and Regulations set forth by the Village of Ortonville. Applicant must be authorized by the organization in which they represent to sign on their behalf. The applicant/organization agrees to assume any responsibility.

- The Village reserves the right to cancel a meeting due to unforeseen Village Business.
- If for some reason your group must cancel the reservation, please contact the Village Offices immediately.
- A key for the use of the facility must be signed out from the Village Office, 9 am – 5 pm (Monday thru Friday) the day of or day before the event. **It is the responsibility of the applicant/user to pick up the key DURING BUSINESS HOURS. The Village will not assume responsibility for users who do not pick up the key before the scheduled use.** The key must be returned within 24 hours of use either to the Village office during business hours or placed into the Village drop box.

Applicants Signature _____ Date: _____

Authorizing Signature _____ Date: _____