MARION TOWNSHIP HALL USAGE FORM
2877 W. Coon Lake Road, Howell, MI 48843

Date Submitted:_____

Person Applying:_____
(This must be a Marion Township Resident who is 21 years or older)

Group/Organization Represented:_____

Address:_____

City:_____

Telephone Number:_____Cell Phone:_____

Purpose of Hall Use:_____
_____

Number in Group_____

Room requested:
Upstairs Board Meeting Room:_____
Lower Level _____

Equipment Needed, Chairs, Tables, etc. _____
_____

Date to be Used:_____ From _____ To: _____
(Premises to be Vacated by 10:00 p.m.)
I_____ have received , read and understand the Marion Township Hall Use Policy Handout. I have filled out the above form and will take responsibility for the proper use and maintenance of the Marion Township Hall, on this _____ day of _____, year_____.

Signed_____
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TOWNSHIP USE ONLY: **$200.00 Security Deposit** check number_____
$100 of the security deposit will be returned once the premises are inspected for damage.

Key Picked Up _____ By _____
(date) (name)
Key Returned _____By_____
(date) (name)
Condition of Facilities:_____

Security Deposit Returned to:_____
(Signature)
Date_____Check Number_____