

Room Rental Agreement

City of Orchard Lake Village

Date: _____

I do hereby request permission on behalf of _____
Name of Organization

to use the Orchard Lake City Council Chambers on _____
Date

from _____ until _____
Time Time

For the Purpose of _____

By signing this form I accept responsibility for the use of the Council Chambers and agree to reimburse the City in full for the repair and/or replacement of any damage or damaged items the use may have caused.

Signature

Printed Name

Title

Address

Phone Number

PLEASE NOTE: Misuse of the Chambers – leaving the Chambers in any condition other than that in which it was found – may lead to denial of any future use.

Please submit this form along with a fee of **\$50.00** to:

City of Orchard Lake Village
3955 Orchard lake Road
Orchard Lake, MI 48323

Approved by: _____ on _____