



Facilities Usage Information and Agreement

(Updated 12/2021)

The Webster Township Historical Society (WTHS), a Michigan not-for-profit corporation, makes their buildings and grounds available to individuals, groups, or organizations for meetings or other events in accordance with the following guidelines, requirements, and responsibilities. For purposes of this agreement, any reference to facilities includes reference to buildings, grounds, and any other property of the WTHS, including furniture and equipment. All requests for usage of these facilities are subject to approval by the Board of WTHS.

Guidelines, Requirements, and User Responsibility

User agrees that User, its employees, contractors, agents, representatives, invitees, and each of its participants shall comply with each of the following terms and conditions while using the facilities.

1. The user acknowledges and agrees that the WTHS shall not be responsible for providing any services, utilities, equipment, or any other items to User, other than electricity, including heat or air-conditioning, and water, unless otherwise agreed to by the WTHS Board.
2. Parking must be pre-arranged with WTHS so that your guests are appropriately accommodated.
3. The WTHS reserves the right to schedule other activities and events in this and other buildings or on the grounds concurrently with this event.
4. The transfer or passing on by any individual, group, or organization of permissions to use WTHS facilities to any other individual, group, or organization is strictly prohibited.
5. These facilities may not be used for commercial gain or to produce any material to be sold commercially unless granted permission by the WTHS Board.
6. Those using WTHS facilities must confine themselves to the areas rented in their Facilities Usage Agreement and shall not exceed the capacity limits of these designated facilities. Please note that the log cabin and the land on which it sits do not belong to WTHS and may not be used for your event.
7. No political activities or events may be held on the grounds or in the buildings.
8. Motor vehicles, ORVs, and snowmobiles are prohibited on the grounds.
9. The use of tobacco products and drugs is strictly prohibited on WTHS premises.
10. During events for children and youth, the applicable individual, group, or organization must provide adequate adult supervision.
11. Tables, chairs, and other furnishings may not be moved between floors of a building, between buildings, or outside without permission from WTHS.
12. The only building in which animals are allowed is May Mast's Barn. This regulation applies to your favorite pet as well. Prearrangements for exceptions are required.
13. Beer and wine are prohibited on the grounds and in the buildings, unless provided and served by a licensed and insured caterer or beverage retailer. A "Beer and/or Wine Beverage Special Permit" and a copy of the liability insurance must accompany the "Facilities Usage Agreement Form" and WTHS must be added as a "named insured" on the insurance policy for the event.
14. Decorations and Signage:
 - No staples, tape, nails or tacks are allowed in affixing decorations *inside or outside* the building
 - *Nothing* may be attached to or suspended from the Crossroads sign on the *outside* of the building.
 - Blue painter's tape, Scotch 3M Quick Release plastic hooks or a similar type of product that will not damage paint or walls is permissible *inside*.



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15. No open flames are allowed with the exception of floating or votive candles.
 16. Outdoor Events
 - a. Outdoor events are expected to comply with the Webster Township Nuisances Ordinance, including Section 3, #6, Noise Regulations: Events with loudspeakers, music, radio, phonograph, television or other electronic or mechanical sound-producing device, including any musical instrument are strictly prohibited **after 10:00 PM**. The same rule applies to shouting, singing, or other noise making including loud horns or automobiles.
NOTE: Fines for noncompliance with this ordinance begin at \$500.
 - b. Temporary lighting, such as light strings, spotlights, ground lighting, etc., must be turned off **by 11:00 PM**.
 - c. Your completed agreement form must be submitted to WTHS along with a \$100 deposit to reserve your event date on our events calendar. (Your deposit will be applied to your rental fee.) In addition, you are required to procure a permit for your event from Webster Township by submitting a Special Event Permit Application to the Webster Township Board 60 days in advance of your event. It will be evaluated by the Township Board for approval or denial. Call 734-426-5103 for the permit application.
 - d. If a permit is issued by the township, your rental fee balance plus your damage/cleaning deposit will be due to WTHS within 7 days. Make checks payable to WTHS.
 17. Indoor Events
 - a. Your completed agreement form must be submitted to WTHS with rental fee and damage/cleaning deposit at least 2 weeks in advance of your event. Make checks payable to WTHS.
 18. A representative of WTHS will be available onsite during your event.
 19. Cleaning Requirements
 - a. Crossroads Community Center *Summary* – For detailed instructions, a “Cleaning List” is posted on the refrigerator in the kitchen.
 - You are responsible for removing *all* of your own trash, including restroom trash.
 - Bathroom fixtures and counters must be wiped clean.
 - Kitchen counters must be clean.
 - Floors must be dust-mopped and also wet-mopped if spills or tracking are present.
 - If cleaning is required by WTHS following your event, it will be deducted from your damage deposit.
 - b. Dieterle’s Corncrib, Wheeler Wheelwright & Blacksmith Shop, Podunk School, Old Town Hall, May Mast’s Old North Barn
 - Sweep out the building
 - Collect and take trash with you
 - Put anything back in place that you moved
 - Building should be left in the condition in which you found it.
 20. Those using the WTHS facilities agree to release, protect, defend, indemnify and hold harmless the WTHS and its officers, board members, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) arising directly or indirectly from their use of any WTHS facilities.
 21. Liability insurance may be required for your group or event. Special Permit on page 5.
 22. In the event of damage to WTHS facilities, users shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the WTHS Board or their designee and shall pay the WTHS for such repair and replacement costs upon demand.

Crossroads Community Center and Historic Webster Village



Location: 5501 Webster Church Road *and*
5583 Webster Church Road
Dexter, MI 48130
WebsterTownshipHistoricalSociety.org

Rights of Refusal and Cancellation

The WTHS reserves the right to refuse the use (or continued use) of the facilities to any applicant or user, public or private. In the event of circumstances beyond control of the WTHS, the right to cancel prior arrangements is reserved and must be done in writing prior to termination. The user may cancel this agreement with written notice within 72 hours of the start time of the event and receive a full refund. A cancellation less than 72 hours of the start time of the event will result in a 10% charge being deducted from the refund.

Fees and Deposit

Users are required to pre-pay the fee for use of (or access to) any building(s). See #16 and #17 above. *Note that rental of the Grounds does not include the log cabin and surrounding land which do not belong to WTHS.* The schedule of fees and security deposits are as follows. WTHS Members receive a 10% discount on rental fees.

Grounds without access to any building or structure.....	\$250/day
Grounds plus <i>access</i> to Crossroads Community Center restrooms	\$350/day
Crossroads Community Center.....	See chart below
Old Township Hall	\$100/day
Podunk School House.....	\$100/day
Wheeler Wheelwright & Blacksmith Shop	\$100/day
Kleinschmidt General Store.....	\$100/day
Dieterle’s Corncrib	\$100/day
May Mast’s North Barn.....	\$100/day

Damage/Cleaning Deposit for grounds or each building, except Crossroads\$250/day

Rental Rates for Areas of Crossroads Community Center

Rental Period	Entire Building (except Basement)	Entire First Floor	Floor 2 & Bathrooms	Kitchen & Bathrooms	Basement Storage
Hourly Rate	\$35.00	\$25.00	\$20.00	\$30.00	Arranged on an individual basis
2-4 hours	\$70 - \$105 - \$140	\$50 - \$75 - \$100	\$40 - \$60 - \$80	\$60 - \$90 - \$120	
5-6 hours	\$175 - \$210	\$125 - \$150	\$100 - \$120	\$150 - \$180	
Cleaning/Damage Deposit for Hourly Rentals	\$250	\$175	\$125	\$140	
Daily Rate	\$325	\$250	\$195	\$265	
Cleaning/Damage Deposit for Daily Rentals	\$350	\$275	\$225	\$240	



Facilities Usage Agreement Form

See #16 and #17 on Page 2 for instructions on paying rental fees and damage/cleaning deposits.

Return completed form to: Thelma Tucker, 5360 Greenfield Rd., Brighton, MI 48114

Name of Individual/Group/Organization: _____

Title of Event/Meeting: _____

Date of Event/Meeting: _____

Time of Event/Meeting: _____

Estimated Number of Attendees: _____

Contact Person: _____

Contact Phone: _____

Contact Email Address: _____

Address: _____

Onsite Contact Person *During* Event: _____

Contact Phone: _____

Building(s) Being Reserved: Crossroads Community Center Old Town Hall Podunk School
 Dieterle's Corncrib May Mast's Barn Kleinschmidt General Store
 Wheeler Blacksmith Shop

Grounds Being Reserved: Yes No

Rental Fee(s): \$ _____ Check # _____

Less 10%: — \$ _____ if WTHS Member

Damage Deposit(s): \$ _____ Check # _____

Total Paid: \$ _____

To be eligible for a full refund of your damage deposit, see #19 on Page 2.

The above-named individual representing himself/herself, a group, or an organization acknowledges receipt of this Facilities Usage Agreement and has read, fully understands, and agrees to all provisions set forth in said agreement and such additional requirements or restrictions as may be communicated on behalf of the WTHS to the individual, group, or organization in the course of said usage.

Date: _____ Signature: _____

Printed name: _____

Title: _____

WTHS Facilitator:

Date: _____ Signature: _____

Printed name: _____

Title: _____ Contact Phone: _____



Beer and/or Wine Beverage Special Permit
Permit expires at 10:00 PM on this date.

As host of an event during which beer and/or wine will be served by my caterer or beverage retailer, I acknowledge that the Webster Township Historical Society (WTHS), its Officers, Board of Directors, and Members assume no liability, nor are they at risk of liability for actions resulting from persons consuming beer and/or wine on these premises. I have added WTHS as a named insured to the liability insurance covering my event. Please include a copy of the insurance certificate with this completed form.

Event Date: _____

Provider of Beer: _____

Liability Insurance Company: _____

Policy #: _____

Provider of Wine: _____

Liability Insurance Company: _____

Policy #: _____

Contact Person for Event:

Signature: _____

Printed name: _____

Date: _____

Phone: _____

WTHS Facility Coordinator:

Signature: _____

Printed name: _____

Date: _____

Phone: _____