



## Crossroads Community Center and Historic Webster Village

Location: 5501 Webster Church Road *and*  
5583 Webster Church Road  
Dexter, MI 48130  
Phone: 734-726-5058

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### Facilities Usage Information and Agreement

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*.
15. No open flames are allowed, with the exception of floating or votive candles.
16. **All Events must end no later than 10:00 PM and be cleaned up by 11:00 PM.**



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- **Outdoor Events**

- ❖ 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 or visit the website (<https://twp.webster.mi.us/>).
- ❖ 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.

- **Indoor Events**

- ❖ 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.

17. A representative of WTHS will be available onsite during your event.

18. 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.
- 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.

19. 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.

20. Liability insurance may be required for your group or event. Special Permit on page 5.

21. 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.

### 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.



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### 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 damage and cleaning deposits are as follows. WTHS Members receive a 10% discount on rental fees.

Grounds without access to any building or structure	\$300/day
Grounds plus <i>access</i> to Crossroads Community Center restrooms	\$400/day
Crossroads Community Center	See chart below
20x40 Tent	\$100/day
Old Township Hall	\$150/day
Podunk School House	\$150/day
Wheeler Wheelwright & Blacksmith Shop	\$150/day
Dieterle's Corncrib	\$150/day
Kleinschmidt General Store	\$200/day
May Mast's North Barn	\$200/day

<b>Damage Deposit</b> for grounds or each building, except Crossroads	\$250/day
<b>Cleaning Fee</b> for each building, except Crossroads	\$200/day

### Rental Rates for Crossroads Community Center

*Tables and chairs are included in the rental fees.*

**Rental for meetings, classes, and workshops is at the following rates.**

Rental Period	Entire Building (except Basement)	First Floor (incl. Kitchen & Bathrooms)	Floor 2 (incl. Bathrooms)	Kitchen & Bathrooms only
Hourly Rate	\$45.00	\$30.00	\$20.00	\$25.00
Cleaning/Damage Deposit	\$300	\$225	\$150	\$175

**Rental for all other events (parties, showers, weddings, etc.) is at the following rates.**

Include in your planning, time to set up and clean up. Time for set-up and clean-up is also rental time, so if you need time the day before for set-up or the day after for clean-up, you must also pay rent for this time.

Rental Period	Entire Building (except Basement)
½ day (6 hours)	\$200
Full day (12 Hours)	\$350
Damage Deposit	\$250
Cleaning Fee	\$200



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## Facilities Usage Agreement Form

**See #16 on page 2 for instructions on paying rental fees and damage/cleaning deposits.**  
Return completed form to WTHS, Attn: Rentals, 5501 Webster Church Road, Dexter, MI 48130

Name of Individual/Group/Organization: \_\_\_\_\_

Title of Event/Meeting: \_\_\_\_\_

Date of Event/Meeting: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Time of Event/Meeting, *including set-up time and clean-up time*: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Onsite Contact Person *During Event*: \_\_\_\_\_

Onsite Contact Phone: \_\_\_\_\_

Grounds Being Reserved: ☐ Yes ☐ No

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
- ☐ 20x40 Tent

Rental Fee(s): \$ _____	Payment Method:
Less 10% for WTHS Member \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Cleaning/Damage Deposit: \$ _____	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Total Amount Due \$ _____	Account #: _____
	Expiration Date: _____ Security Code: _____
	Name on Card: _____
Billing address: <input type="checkbox"/> Same as above	_____
	_____
Signature: _____	

### Notes:

**The above-named individual** representing self, 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.

To be eligible for a  
full refund of your  
damage and  
cleaning deposit,  
see #18 on page 2.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

### WTHS Facilitator:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### OFFICE USE ONLY

Refund Date

Date Processed:



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## 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: \_\_\_\_\_