



# Riley Township

13042 Belle River Road  
Riley, MI 48041  
(810) 392-2326

## TABLE AND CHAIR CHECK OUT / IN

<b>RENTER NAME</b>	<b>TODAY'S DATE:</b>
<b>ADDRESS</b>	
<b>PHONE</b>	
<b># OF TABLES:</b>	<b># OF CHAIRS:</b>

**Weekend rentals must be picked up during posted township office regular business hours and returned on Monday unless other arrangements have been arranged in advance.**

**CLEANING / CARE / STORAGE OF TABLES & CHAIRS:** Use Soft Scrub or dish soap only on white polyethylene tables – DO NOT USE an abrasive cleaner. Please store all tables and chairs out of inclement weather and do not slide tables or chairs across an abrasive surface.

*I understand I will assume all responsibility, liability, and agree (1) to return Riley Townships' tables & chairs cleaned, tape removed, undamaged condition; and (2) to pay a **\$100.00** deposit fee – a **\$50.00** cleaning fee plus any cost of repairs or replacement(s) will be deducted from the deposit, (or charged if necessary) if any of the tables / chairs are returned in filthy or damaged condition per policy.*

<b>SIGNATURE:</b>	<b>DATE:</b>
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Return this signed rental agreement with deposit & rental fee to the Riley Township Office during posted regular business hours.

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

<b>Check Out Date:</b>	<b>Checked Out By:</b>
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Rental Fees: Deposit \$100 / Tables \$5.00 each / Chairs \$0.50 cents each (due at time of reservation)

<b>Rental Fee Paid Amount: \$</b>	<b>Return Due Date:</b>
<b># Of Tables Returned:</b>	<b># Of Chairs Returned</b>
<b>Date Returned:</b>	<b>Checked In By:</b>
<b>Condition Returned In:</b>	