



Courthouse Square Association, Inc.  
P.O. Box 411, 100 W. Lawrence Ave., Charlotte, Michigan 48813,  
csamuseum@yahoo.com (517)543-6999  
csamuseum.net

Groups or individuals wishing to use the facility must complete this form and submit it to Courthouse Square Association at P.O. Box 411, Charlotte, MI 48813 for approval. Requests are reviewed and considered individually and granted on a first come, first serve basis. Requests for extended use of the building will be considered individually and acted upon accordingly. All events must conform with the attached rental policy. Call with questions, 517-543-6999.

Name of organization \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Residential Address \_\_\_\_\_ Amount \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Date Paid \_\_\_\_\_  
Phone \_\_\_\_\_ Today's Date \_\_\_\_\_ Date Approved \_\_\_\_\_  
501(c)3 status? \_\_\_\_\_ Approved by \_\_\_\_\_  
Signature \_\_\_\_\_

Nature of function/event \_\_\_\_\_  
Date of event \_\_\_\_\_ Time \_\_\_\_\_  
Public \_\_\_ Private \_\_\_ Number of participants expected \_\_\_\_\_  
Special needs \_\_\_\_\_

RENTAL FEE: Daily: \$50 (access for 1 day, weekday only, keys used between 9-4) Weekend Rentals: \$100 (access for 5 days, Thursday-Tuesday)

Additional items such as chairs, tables etc. will not be provided by CSA. Use of the public restrooms at the park are not guaranteed. Use of space heaters is strictly prohibited.

DEPOSIT AND FEE PAYMENT: **A \$50 additional deposit is required**, to be returned upon the satisfaction of CSA that all terms of the agreement have been met. In case of cancellation, **the deposit is non-refundable**. Cash, check or money order, made payable to Courthouse Square Association for the appropriate amount, must accompany the request form. Payment of deposit/fee does not guarantee approval of request. Deposit/fees will be returned if the request is not approved. Fees charged to groups with 501(c)3 status will be considered individually.

PUBLIC EVENTS: Public events will require proof of appropriate liability coverage and fees will be considered on an individual basis. Applicant assumes responsibility for any and all damages to property and contents as a result of rental event.