

MARATHON TOWNSHIP BOARD

Regular Meeting Agenda

April 10, 2024

6:00 PM

4575 Pine Street, Columbiaville, MI 48421

MEMBERS ATTENDING

**Dennis Hogan, Supervisor
Michelle Coultas, Clerk
Lori Hollis, Treasurer
Sandi Glesenkamp, Trustee
Bill Sickner, Trustee**

DRAFT

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES of regular scheduled meeting held March 6, 2024 and special meeting/budget hearing March 28, 2024.**
- V. FINANCIAL REPORT**
- VI. PUBLIC COMMENT**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
 - a. SLT donation**
 - b. STR Ordinance & certificate & paysheet**
 - c. deputy clerk pay**
 - d. reservation form for hall**
- IX. APPROVAL TO PAY BILLS**
- X. CORRESPONDENCE**
- XI. ADJOURNMENT**



April mtg.

February 4, 2024
Marathon Township:

The Southern Links Trailway Management Council has established a budget for 2024-25. The proposed budget is also attached. In this Budget we are requesting each municipality to contribute an amount of 5,000.00.

Project for 2024-25:

Reseal Trail Otter Lake to Millington, and repair Trail where Tree root have push up black top. Last year had to purchase a new Mower.

This will help maintain this Trail so it will be here for years to come.

Thank you for your support in the pass years and in the future.

We need your help. Need to renew your board representative and Encourage them to attend The Trail meeting.

THANK YOU

Dale A. Fuller

Management Council Chairman

Home: 989-871-1204
Cell: 810-656-5475
E Mail dmfuller2453@gmail.com



**Fiscal year March 1, 2024>February 29, 2025
 Budget**

Balance Forward	Mayville State 2/29/2024 year end balance)	\$ 7, 282.94
	Frankenmuth Credit Union Wealth Bld.	21,720.95
	Credit Card	1,000
(Mayville State Bank)		
Village of Columbiaville		5,000.00
Village of Millington		5,000.00
Village of Otter Lake		5,000.00
Township of Forest		5,000.00
Township of Marathon		5,000.00
Township of Millington		5,000.00
Friends of Southern Links Trailway		3,000.00
Donations (fund raiser, etc)		500.00
	Total	\$ 63,503.89

Expenditures:

Attorney Fees	\$ 500.00
Capital Outlay for Seal Coating Millington to Otter Lake	35000.00
Professional Engineering Fees	1000.00
Trail Maintenance	2500.00
Equipment Maintenance	1,000.00
Office Supplies	100.00
Audit and Banking Fees	2,000.00
Public Relations	3,000.00
Insurance (Liability)	3,000.00
Port A John	7,900.00
Lease to Otter Lake for storage building	750.00
Property Fire Assessments	200.00
Reserve (Capital Fund)	6500.00
	Total
	\$63,450.00



michigan municipal league

Liability & Property Pool

BINDER #: MML589120602

EFFECTIVE DATE: March 5, 2024

This Binder is effective until issuance of Coverage Document

This is a Binder of Coverage provided to the **Southern Links Trailway Management Council**. The coverages and limits provided are those contained in the attached coverage summary and/or current Michigan Municipal League Liability and Property Pool Coverage Document.

No coverage is provided by this Binder except in accordance with the terms and conditions of the Coverage Document of the Michigan Municipal League Liability and Property Pool.

Meadowbrook, Inc., is the authorized administrative representative of the Michigan Municipal League Liability and Property Pool.

Date Issued: February 13, 2024

A handwritten signature in black ink, appearing to read 'Troy L. Feltman', written over a horizontal line.

By: _____

Troy L Feltman
Authorized Representative

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



michigan municipal league

Liability & Property Pool

CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

Name and Address of Participant:

Southern Links Trailway Management Council

P.O. Box 532
Millington, MI 48746

Coverage Afforded:

Michigan Municipal League Liability and Property Pool
1675 Green Road
Ann Arbor, MI 48105-2530

Name and Address of Service Provider:

Meadowbrook, Inc.
P.O. Box 2054
Southfield, MI 48037-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in-force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded herein is subject to all the terms, exclusions and conditions of the Pool contract.

Coverage	Contract Number	Expiration Date	Limits of Liability
<u>General Liability</u>	MML589120602	3/5/2025	\$1,000,000
<u>Automobile Liability</u>			Bodily Injury & Property Damage Combined Single Limit
<u>Other</u>			

Description of Operations/Locations/Vehicles:

Certificate Holder Additional Insured solely with respect to: Interlocal Agreement to Establish Southern Links Trailway Management Council between the Townships of Forest, Marathon, and Millington, and the Villages of Millington, Columbiaville and Otter Lake dated 7/8/2003 for the purposes of operating and maintaining the Southern Links Trailway.

CANCELLATION: Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Pool.

Name and Address of Certificate Holder:

Marathon Township
4575 Pine St.
Columbiaville, MI 48421

Date Issued: 2/13/2024

By: _____
Authorized Representative

TOWNSHIP OF MARATHON
ORDINANCE NO. _____

An ordinance to amend Articles 11, 12 and 18 of the Township Zoning Ordinance regarding short term rental structures.

THE TOWNSHIP OF MARATHON HEREBY ORDAINS:

Section 1. Amendment of Section 11.01(D) of Article 11 of the Township Zoning Ordinance.

Section 11.01(D) of Article 11 of the Township Zoning Ordinance is amended by adding thereto a new subsection (19) to include "Short-Term Rentals" as a special land use permitted by special approval in the AR, Agricultural-Residential zoning district.

Section 2. Amendment of Section 12.01(D) of Article 12 of the Township Zoning Ordinance.

Section 12.01(D) of Article 12 of the Township Zoning Ordinance is amended by adding thereto a new subsection (11) to include "Short-Term Rentals" as a special land use permitted by special approval in the R-1, Suburban Residential zoning district.

Section 3. Amendment of Section 12.02(D) of Article 12 of the Township Zoning Ordinance.

Section 12.02(D) of Article 12 of the Township Zoning Ordinance is amended by adding thereto a new subsection (10) to include "Short-Term Rentals" as a special land use permitted by special approval in the R-2, Urban Residential Low Density zoning district.

Section 4. Amendment of Section 12.03(D) of Article 12 of the Township Zoning Ordinance.

Section 12.03(D) of Article 12 of the Township Zoning Ordinance is amended by adding thereto a new subsection (10) to include "Short-Term Rentals" as a special land use permitted by special approval in the R-3, Urban Residential Medium Density zoning district.

Section 5. Amendment of 12.05(D) of Article 12 of the Township Zoning Ordinance.

Section 12.05(D) of Article 12 of the Township Zoning Ordinance is amended by adding thereto a new subsection (9) to include "Short-Term Rentals" as a special land use permitted by special approval in the R-5, Lake Residential zoning district.

Section 6. Amendment of Article 18 of the Township Zoning Ordinance.

Article 18 of the Township Zoning Ordinance is amended by adding thereto a new Section 18.25, labelled “**Short-Term Rentals,**” to read as follows:

Section 18.25 Short-Term Rentals

A. Definitions. For purposes of this section the following definitions apply:

Boat: Means every description of watercraft used or capable of being used as a means of transportation on water, including but not limited to, canoes, rowboats, kayaks, and paddle boards.

Caretaker: Means an individual, other than the certificate holder, who is responsible for the oversight and care of the short-term rental.

Certificate: Means an annual short-term rental certificate duly issued by Marathon Township.

Dwelling Unit: One or more rooms with bathroom and principal kitchen facilities designed as a self-contained unit for occupancy by one family for living, cooking and sleeping purposes.

Guest House: Means a complete dwelling unit in a building separate from and subordinate to the building housing the primary dwelling and on the same zoning lot of record with a certificate of occupancy issued by the Township. A guest house includes all parts of the freestanding building or is a portion of a freestanding garage.

Multi- or Multiple Family: Means a multiple family dwelling as described in Section 12.04 of Article 12 of the Township Zoning Ordinance.

Renter: Means an occupant or renter of a short-term rental pursuant to a rental agreement. The terms "renter", "guest" and "occupant" are used interchangeably in this ordinance and refer to "renter" as it is herein defined. The term "renter" as used herein does not include non-renter visitors (guests of the renter) who are visiting between the hours of 7:00 am and 10:00 pm.

Septic Inspection Report. Means a report issued by the Lapeer County Health Department and prepared pursuant to the Marathon Township Zoning Ordinance and in a form acceptable to the Township Building Inspector.

Short-Term Rental: Means a dwelling unit that is available for use or is used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than 30 nights at a time pursuant to a certificate of occupancy issued by the Township. A short-term rental may also refer to a portion of a dwelling unit available for use or is used for accommodations or lodging of guests, paying a fee or other

compensation, wherein such portion of a dwelling meets all applicable requirements under this ordinance.

B. Rental Certificate.

An owner of a dwelling unit shall not rent or allow to be rented a dwelling unit or a portion thereof to another person for less than 30 nights at a time, unless the owner or the owner's authorized agent has obtained a short-term rental certificate for that dwelling unit in accordance with the requirements of this ordinance.

(1) Application. An application for a short-term rental certificate shall include the following information:

- (a) Address of property
- (b) Property owner name(s) and address if different than the address of the short-term rental property
- (c) Signature(s) of property owner(s) and caretaker
- (d) Number of bedrooms in the dwelling unit. If the rental is not a whole house rental, the total number of bedrooms in the dwelling and the number that are part of the short-term rental.
- (e) Contact information including: name, address, and 24-hour contact phone number for the owner of the property and the caretaker, if applicable.
- (f) A plot plan sketch of the property indicating (i) the location of off-street parking spaces; (ii) locations of all buildings on the property; and (iii) an indication of which buildings and portions of buildings are intended to be used for the short-term rental, or in the case of a multi-dwelling building, which dwelling units are intended to be used for the short-term rental.
- (g) A floor plan sketch of the dwelling indicating (i) locations of bedrooms, bathrooms, kitchens, and wet bars (ii) locations of exterior doors and escape windows; and (iii) locations of smoke detectors, carbon monoxide detectors, and fire extinguishers.
- (h) A Septic and Well Status Report from the Lapeer County Health Department for all septic systems servicing the property.
- (i) Payment of an application fee set by resolution of the Township Board.

(2) Certificate.

- (a) A certificate shall be valid for a period of 1 year.
- (b) A certificate is required for each dwelling unit to be rented on a short-term basis.
- (c) A certificate will be issued within 30 days of receipt of a complete application provided the application complies with applicable requirements of this section.
- (d) The certificate shall indicate the maximum number of guests that can be accommodated at the rental.
- (e) The certificate shall indicate the maximum daytime capacity that can be accommodated at the rental.
- (f) Certificates will expire on December 31st of each calendar year. Applicants may apply for a certificate anytime for a certificate effective in the same calendar year. Applicants may apply for a certificate beginning no sooner than October 1st for the upcoming calendar year.

(3) Standards. A short-term rental certificate shall be issued by the Marathon Township Zoning Administrator or other designated personnel when the following standards and regulations are met. After the certificate is issued the applicant shall have a continuing duty to comply with all the following standards and regulations while the certificate remains in effect.

- (a) Parking. No on-street parking of any motor vehicles, trailers, or any trailered vehicles on any public or private roadways shall be permitted in association with a short-term rental. For purposes of this section, "roadway" includes the pavement, shoulder, and full road easement or right-of-way.
- (b) Trash. Refuse and recyclables shall be stored in appropriate containers with tight-fitting lids and shall be regularly picked up by a licensed waste hauler.
- (c) Capacity Limit. Capacity limits will be determined as follows:
 - (i) The maximum number of renters to be accommodated shall be equal to the number of bedrooms the septic system is designed to accommodate multiplied by a factor of 2. Maximum number of renters is in effect between the hours of 10:00 pm and 7:00 am.

- (ii) The maximum daytime capacity shall be equal to the maximum number of renters to be accommodated as calculated above multiplied by a factor of 1.5. Maximum daytime capacity is in effect between the hours of 7:00 am and 10:00 pm.
- (iii) In the case of a rental for a portion of a dwelling unit, the maximum number of renters shall be equal to the number of bedrooms intended to be rented multiplied by a factor of 2. There shall be provided a minimum septic capacity as demonstrated under the provisions of this section for all renters and a minimum of one additional bedroom to accommodate the on-site host.
- (iv) The Septic and Well Status Report from the Lapeer County Health Department shall clearly indicate the number of bedrooms the system was designed to accommodate.
- (v) In the event that there is no septic disposal permit on file with the Lapeer County Health Department, a current Septic Inspection Report will be used to determine the bedroom capacity of the on-site septic system provided that the inspector made a finding that the system meets all current standards of the Lapeer County Health Department's Environmental Health Regulations and the system is in good operational status.
- (vi) The certificate issued by the township shall indicate the maximum number of renters and the maximum daytime capacity that may be accommodated as calculated under these standards.

4. Contact and Response. The certificate holder or a caretaker representing the property owner must be available at a telephone number that is current and operational at all times and must be physically located within 30-minute travel distance of the property in the event of an emergency or an issue that requires immediate attention.

5. Noise. Short-term rentals are subject to the Township's Noise Ordinance.

6. Pets. Pets shall be always secured on the premises or on a leash.

7. Campfires. Any campfires at a short-term rental property shall:

- (a) Be contained within a fire ring or other comparable container.
- (b) Be located no less than 10 feet from any structure or any combustible material and be located away from overhanging tree branches.

- (c) Be under the direct supervision of an adult at all times.
- (d) Be fully extinguished prior to leaving the fire.
- (e) Require issuance of a burn permit.

8. Dwelling Unit Standards. All short-term rentals must meet the following dwelling unit standards:

- (a) The short-term rental is a complete and approved single-family dwelling unit; or
- (b) The short-term rental is a guest house as defined herein, provided that (1) the guest house qualifies as a legally existing nonconforming use under the Township Zoning Ordinance, and further provided that it is the only short-term rental unit on the subject parcel of land, or (2) the short-term rental is a portion of a dwelling unit, provided that
 - (i) This is the only short-term rental on the subject parcel of land.
 - (ii) This portion of the dwelling unit does not contain a kitchen as it is defined in this section but may contain a wet bar.
 - (iii) The emergency contact is present on site during short-term rental of the allowed portion of a dwelling unit.
 - (iv) The short-term rental shall not be a multiple family dwelling unit as defined herein.

9. Boats. Renters of a short-term rental located on property fronting or having access to a private lake may use boats owned only by the owner of the short term rental property and moored at the subject property with the owner's written consent.

10. Grounds for Suspension or Revocation. Marathon Township may revoke a certificate upon a showing that:

- (a) any of the information in the certificate application is materially false, incorrect or misleading;
- (b) the short-term rental no longer complies with the standards contained in this section;

(c) any of the provisions of this section are violated.

Section 7. Effective date.

This ordinance shall take effect thirty days after publication.

Voting for:

Voting against:

The supervisor declared the ordinance adopted.

Dennis Hogan, Supervisor

Michelle Coultas, Clerk

CERTIFICATION

The foregoing is a true copy of Ordinance No. _____ which was enacted by the
Marathon Township Board of Trustees at a regular meeting held on
_____, 2024.

Michelle Coultas
Township Clerk

Short-Term Rental Certificate Application Process

A short-term rental is an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period less than 30 consecutive days. The Marathon Township ordinance requires that those wishing to rent their property on a short-term basis obtain a Marathon Township Short-Term Rental Certificate (STRC) as detailed below. Short-term rentals apply to all existing dwelling units regardless of legal conforming or legal nonconforming status and regardless of zoning districts. Prior to occupancy or advertising a property as a short-term rental, the property owner (or local representative) shall obtain a Marathon Township STRC Certificate. Review and approval of a STRC application may take up to 30 Calendar days, assuming all needed information is supplied.

Initial/First application for a Short-Term Rental Certificate

- Completed STRC application with local representative identified.
- \$500.00 application fee
- Applicable inspection fees
- A septic and well status report and approval from the Lapeer County Health Department.
- A site inspection and approval from the Marathon Township Building Official
- A lease agreement example.
- Proof of condominium association approval, if applicable.
- Proof of property owner consent to rent unit, if applicable.
- Proof of insurance.

Renewal of an existing Short-Term Rental Certificate

A STRC is valid for one calendar year running from January 1 through December 31. A STRC may be renewed annually and must be received no later than December 1 to be considered a renewal. Renewal applications must include:

- Completed STRC application with local representative identified.
- \$250.00 application fee and the required review fees.
- Updated proof of insurance, if applicable.
- Any other information that has changed from the previous year's Certificate application submittal.

All required application material must be submitted at the same time. Applications that are not complete at submission will be returned to the applicant without processing. Once the STRC application has been processed, a STRC placard will be issued to the property owner and must be installed as to be visible from the street right-of-way on which the principal structure is addressed on.

Frequently Asked Question

Is my rental property considered a short-term rental?

A short-term rental is defined as a dwelling unit in which paying guests are entitled to occupancy for a period less than 30 calendar days.

If I rent my property for more than 30 days, do I have to get a STRC?

No. Properties that are rented for more than 30 days are exempt from the short-term rental ordinance.

Can I rent out a bedroom in my home?

Yes. If the home is your primary residence and you are residing in the home while a room is rented, the short-term rental ordinance does not apply. Please be aware that under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Marathon Township Building Department.

What are the zoning requirements that apply to short-term rentals?

The requirements for short term rentals are stipulated in Chapter 18 of the Marathon Township Zoning Ordinance found in this link: [PREAMBLE \(marathontownship.com\)](#)

How long is the STRC valid for?

The STRC certificate is valid for 12 months starting on January 1 and ending December 31 and must be renewed annually.

Is there a fee for a STRC?

The initial fee is \$500.00 Annual renewal fee is \$250.00

If I sell my property, is my STRC transferable?

The STRC is non-transferable. If the property changes ownership, a new Certificate will be required.

Does my Certificate apply to multiple properties? No, A separate application and STRC must be obtained for each dwelling unit used as a short-term rental.

What if I miss my renewal date (not sent in before 12/01)?

The STRC will be voided and a new STRC will be needed.

My STRC is leased through Airbnb or another rental agency. Do I still need a Short-Term Rental Certificate?

Yes. The Township requires a Certificate regardless of how the rental is advertised.

What if I don't get a STRC? Failure to secure a STRC will result in Township enforcement, which may include financial penalty and legal action.

Why do I have to designate a local representative?

The Township requires that the property owner designate an individual to serve as a local representative that can respond within 30 minutes should there be issues with the property. The agent may be the property owner.

Can I advertise my short-term rental on-site?

No, with the exception of the required placard.

Could the renter bring their own boat or watercraft?

No. See the definition of Boats in Marathon Township Zoning Ordinance 200, Section 18.25

Please complete and submit the following information to the Marathon Township Building Department:

.. _____ New application for a Short-Term Rental Certificate (STRC) (Application fee: \$500.00)

OR

_____ Renewal of an existing STRC (Renewal fee \$250.00)

2. _____ Site Plan Review Fee

3. _____ Inspection Fee

4. _____ A Plot plan sketch of the property including (i) the location of the off-street parking spaces; (ii) locations of buildings on property;(iii) an indication of which buildings and portions of buildings are intended to be used for short-term rental, or in case of a multi-dwelling building, which dwelling units are intended to be used for the short-term rental.

5. _____ A floor plan sketch of the dwelling indicating;(i) locations of bedrooms, bathrooms, kitchens and wet bars;(ii) locations of exterior doors and escape windows; and (iii) locations of smoke detectors, carbon monoxide detectors and fire extinguishers.

6. _____ A copy of the Inspection Report from the Marathon Township Building Official showing his/her approval.

6. _____ A Septic and Well Status Report and approval from the Lapeer County Health Department for all Septic Systems servicing the property.

7. _____ Proof of condominium association approval if the property is part of one.

3. _____ A lease agreement example that indicates language regarding compliance with parking, noise and other applicable conditions of Marathon Township Ordinance, Section 18.25

9. _____ Proof of property owner consent to rent the dwelling unit.

10. _____ Proof of insurance.

Address of Short-Term Rental Property:

Tax Parcel ID Number of Short-Term Rental Property:

Property Owner Information:

Name: _____

Address: _____

24-Hour Contact Phone Number: _____ Email: _____

Local Representative Information: A property owner or his or her designee who is able to respond to issues on the property within 30 minutes.

Name: _____

Address: _____

24 Hour Contact Phone Number: _____ Email: _____

PLEASE NOTE: All required materials MUST be on file before Certificate is issued.

I, _____, the undersigned applicant:

- Acknowledge receiving a copy or are aware of the short-term rental requirements of Section 18.25 of the Marathon Township Zoning Ordinance and agree to comply with such requirements:
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Authorize Marathon Township to verify information contained in the application and inspect the property in the event a complaint is received;
- Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
- Agree that the local representative shall be available to handle any problems arising from use of the short-term rental unit; and
- Will provide written notification if the local representative changes temporarily or permanently to the Marathon Township Building Department.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law.

Signature of Applicant

Date

Submit this application and all required documentation to:

Marathon Township Building Department, P.O. Box 475, 4575 Pine Street, Columbiaville, MI. 48421 or email to: Building@marathontwp.com

Condominium Association

Permission to Use Property as a Short-Term Rental

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Condominium Name: _____

Operator of Short-Term Rental

Operator Name: _____

Signatures

Choose one of the following:

1. _____ Letter of permission from Condominium Association is attached, stating permission is granted to operate A Short-Term Rental at this dwelling unit and is signed by an authorized representative of the Condominium Association.
2. _____ A Short-Term Rental operation of this dwelling unit is allowed by the Condominium Association and Verified by the signatures below from the authorized representatives of the Condominium Association and the operator.

Operator Signature: _____

Condo Representative Name: _____

Condo Representative Signature: _____

Property Owner Consent to Use Dwelling Unit as a Short Term Rental

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Operator of Short-Term Rental

Operator Name: _____

Operator Address: _____

Telephone Number: _____

Email Address: _____

Operator's relationship to Property:

1. _____ Tenant
2. _____ Management Company
3. _____ Other: _____

Property Owner of Short-Term Rental

Property Owner Name: _____

Property Owner Address: _____

Telephone Number: _____

Email Address: _____

_____ I understand the tenant above will be operating a **Short-Term** Rental at the specified location and I am aware
That management and maintenance of the property is my responsibility as the property owner.

Owner's Signature: _____

MARATHON TOWNSHIP

PLANNING, ENGINEERING & ZONING FEES

Special meeting with Planning Commission \$500.00

Zone Board of Appeals (ZBA) Application fee \$400.00

Second meeting \$350.00

Special Land Use Request SHORT TERM RENTAL 600.00

Residential \$525.00

Commercial \$525.00

**Planner and engineering fees NOT required

Commercial Request \$2500.00

**Planner & engineering fees REQUIRED

Electrical Amp Variance

Meeting w/ Twp Board \$ -0-

Second meeting \$ 100.00

SHORT TERM RENTAL CERTIFICATE 500.00 / 250 Renewal

Re-zoning application fee \$1000.00

**Plus, associated 3rd party fees or costs associated with consults, legal or engineering.

Mining & Landfills \$3000.00

**Includes planner & engineering fees

Annual inspection fee \$200.00

Development Site Plan Review \$1000.00 (Separate Check)

Preliminary hearing with Planning Commission \$500.00 (Separate Check)

Total Due \$1500.00

Final meeting with Planning Commission \$500.00

**Plus, associated 3rd party fees or costs associated with consults, legal or engineering.

Note: All fees must be paid prior to final approval being granted.

Owner's Name: _____ Phone: _____

Address: _____

Total Amount Due _____ Check # _____

Owner's Signature _____ Date _____

.....
RECEIPT

Amount Paid: _____ Date: _____

For: _____

Received by: _____

Marathon Township

Building Reservation Form

4575 Pine Street, PO Box 457, Columbiaville, MI 48421
810-793-2002 * Mon, Wed, Thurs, 9am - 4pm

Activity Date: _____ Time: _____

Reason for Rental: _____

Name of Group / Individual: _____

Address: _____

Phone Number: _____

In consideration for the use of the Marathon Township Hall, located at 4575 Pine St, Columbiaville.

RENTAL FEES

Rental of the Hall requires fees according to the following schedule:

Township Resident	Rental \$100.	Deposit \$100.
Non-Township Resident	Rental \$200.	Deposit \$100.
Non Profit		
3 hours or less	Rental \$25.	Deposit \$100
more than 3 hours	Rental \$50.	Deposit \$100
For Profit		
3 hours or less	Rental \$50.	Deposit \$100.
more than 3 hours	Rental \$100.	Deposit \$50.
Funeral Dinner	Rental \$50.	Deposit \$100.

All fees and deposits must be paid before the hall can be held / reserved.

Twp Building Rental Form

ALL RULES AND REGULATIONS ARE TO BE ADHERED TO AS OUTLINED

Beverages consumed while renting the hall are restricted to non-alcoholic. Any alcohol found being served on the premises will result in immediate eviction from the premises and loss of deposit. A Deputy from Lapeer County Sheriff's Department may check in.

Cancelations must be made 3 days prior to the rental or rental fees will be forfeited.

NO SMOKING in the building.

Hanging decorations on or near the smoke detectors is prohibited.

Drip pans must be used for beverage containers, etc. **NO RED** beverages allowed.

Masking tape must be used to hang decorations. All decorations and masking tape must be removed from walls and tables at the end of your event. **NO TAPE** on ceilings. **NO PUSH PINS** or **Nails** allowed.

Function must end prior to midnight.

Person / group renting the hall must be responsible for clean up and carrying home trash. Clean up will consist of cleaning the kitchen area, (stove, oven, spills in refrigerator), sweeping and moping the floors, vacuuming carpet, cleaning the table tops. Turn off all lights, fans, heat or air. Make sure the toilets are flushed and not running.

The party renting the hall will assume all liability arising from the use of the Township Hall.

Renter is responsible for any damage to the hall or equipment during the period of the rental. Deposit will be relinquished if hall is not left in satisfactory condition.

INDEMNIFICATION AGREEMENT

_____ agrees to defend, indemnify and hold harmless Marathon Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Marathon Township by reason of any damage to property, personal injury or bodily injury, to or in any way connected with performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of _____, Marathon Township, or by third parties, or by the agents, servants, employees or factors of any of them.

Signature: _____ Date: _____

Witness: _____ Date: _____

Rental Check #: _____ Deposit Check #: _____ Returned / Relinquished: _____

Key #: _____ Returned: _____

Attention Hall Renter:

Coffee Pot, please use **filtered water** only!!

Take your **garbage home with you**, we do not have cans.

Please lock the doors and put the **keys in the drop box** next to the front doors.

Beverages consumed while renting the hall are restricted to non-alcoholic. Any alcohol found being served on the premises will result in immediate eviction from the premises and loss of deposit. A Deputy from Lapeer County Sheriff's Department may check in.

Cancelations must be made 3 days prior to the rental or rental fees will be forfeited.

NO SMOKING in the building.

Hanging decorations on or near the smoke detectors is prohibited.

Drip pans must be used for beverage containers, etc. **NO RED** beverages allowed.

Masking tape must be used to hang decorations. All decorations and masking tape must be removed from walls and tables at the end of your event. **NO TAPE** on ceilings. **NO PUSH PINS** or **Nails** allowed.

Function must end prior to midnight.

Person / group renting the hall must be responsible for clean up and carrying home trash. Clean up will consist of cleaning the kitchen area, (stove, oven, spills in refrigerator), sweeping and mopping the floors, vacuuming carpet, cleaning the table tops. Turn off all lights, fans, heat or air. Make sure the toilets are flushed and not running. (Vacuum in closet, behind door next to kitchen)

The party renting the hall will assume all liability arising from the use of the Township Hall.

Renter is responsible for any damage to the hall or equipment during the period of the rental. Deposit will be relinquished if hall is not left in satisfactory condition.

Check refrigerator - remove food, wipe down if needed

Check Stove, off, wipe down if needed

Wash Coffee Pot, if used

Check sink and counter, wash and empty

Check floors, vacuum, sweep, mop, if needed

Check lights, fans, toilets, heat, air

Come pick up the key so you can get in on: _____