

BURT TOWNSHIP BOARD

ALGER COUNTY

P.O. BOX 430

GRAND MARAIS, MI 49839-0430

906-494-2381

Fax: 906-494-2627

www.burttownship.com

Community Recreation Facilities Rental Agreement

Facility: (Check all that apply)	<input type="radio"/> Community Center	<input type="radio"/> Kitchen
<input type="radio"/> Recreation Building (Pole Barn)	<input type="radio"/> Stage/Baseball Facility	<input type="radio"/> Pavilion
<input type="radio"/> Edmund T. Warren Park	<input type="radio"/> Agate Beach Boardwalk	<input type="radio"/> Bay Shore Park Bandstand
Bandstand & Pavilion: <i>Additional picnic tables must be reserved at the same time as the facility. No long tables outside.</i>		
Type: (Check all that apply)	<input type="radio"/> Public Use	<input type="radio"/> Private Use
<input type="radio"/> Hourly (#of Hours _____)	<input type="radio"/> Daily	<input type="radio"/> Weekend
Music or Alcohol? (Check all that apply)	<input type="radio"/> Music	<input type="radio"/> Alcohol
<input type="radio"/> Band/Musical Instruments	<input type="radio"/> Stereo/Radio	<input type="radio"/> D.J.
<i>Renters are responsible for abiding by Burt Township Noise Ordinance and are required to have an alcohol waiver on file.</i>		
Please initial for music and/or alcohol waiver acknowledgement. <input type="text"/>		

Name: _____ Phone #: _____

Address: _____

Rental Agreement made on today's date: _____

The facility(s) will be used for the purpose of _____

Facility Rental Date & Time: _____

Date & Time of Event: _____

Comments or Special Requests:

Terms:

Security Deposit: \$ _____ Rental Fee: \$ _____ Total Cost: \$ _____

Due at reservation is the **security deposit plus half of the rental fee.**

The security deposit will be retained by the Burt Township Board until an inspection of the premises determines that the facility is free of damage and debris. Upon approval a refund check request will be mailed to the name and address listed above.

Rules

- Prior to the event/function, the Burt Township Representative shall do a “Pre-Event Walk-Through.”
- Do not use nails, screws, or other materials which may deface the walls, ceiling, furniture, or woodwork fordecorating. Masking tape may be used as an adhesive (except on ceiling tiles).
- Do not remove any furnishings from the facility at any time without written permission of the Burt Township Board or an authorized employee.
- Renter is responsible for any and all damages. If damages occur, renter will compensate the township within 10 days of the receipt of the damage report for all expenses over and above the amount of the security deposit. The Burt Township Board reserves the right to withhold any or all of the security deposit to recuperate any damages.
- Renter is responsible for all the conduct of all persons entering the facility during the terms of this agreement.
- If alcoholic beverages will be served at this function, the Renter agrees to do so in accordance with Federal, State, and Local laws. The renter further assumes complete and total responsibility and liability for any and alloccurrences or accidents and agrees to hold harmless the Burt Township Board and its employees.
- No smoking in any township building.
- Specific cleaning instructions are as follows:
 - **Wipe down or wash tables and chairs and put away**
 - **Sweep /vacuum floors and mop as needed**
 - **Remove all personal items from refrigerator/kitchen/community center**
 - **Clean and turn off refrigerator and leave doors open**
 - **Wash and dry sinks**
 - **Wash, dry, and put away all items used (pots, pans, dishware, utensils etc.)**
 - **Clean bathrooms**
 - **Take out garbage (dumpsters available behind the community center)**
 - **Turn thermostats down to 55 degrees**
 - **Make sure entry doors are locked when you leave**
- The utility room is stocked with cleaner. Please leave a note on the refrigerator if we run out of any items during your renting period (IE: paper towel, soap etc...)
- **Please do not leave anything behind!** All items brought into the community center must be taken with you.

Acknowledgement

I hereby agree to follow all Burt Township Community Recreational Facility Rules and Regulations and acknowledge receipt of said rules. If this rental agreement is not signed and returned within 30 days of date on the front page; it is invalid. I hereby acknowledge that if I cancel the rental a \$15 cancelation fee will be withheld and no refund will be issued, if I cancel within 48 hours of the event/function. I acknowledge that I am the individual responsible for the care and maintenance of the facility(s) during the period of use indicated on the reverse. I agree to indemnify and reimburse Burt Township for any and all damages resulting to Township property from use of the facility(s), normal wear and tearexpected. I understand that failure to accomplish everything in the rental agreement and will result in the loss of my security deposit, if applicable, and/or additional costs with a minimum of \$100 charge. If I damage, vandalize, or destroy any township property, this will also be at my cost.

I further understand that Burt Township reserves the right, at is sole discretion, to cancel and/or revoke this rental agreement and/or to terminate the planned event for any reason, including but not limited to: use other than disclosed herein, inaccurate information disclosed herein, or deemed hazardous to the public health, safety or welfare, or for noncompliance with any applicable Federal, State, County or Burt township Ordinance or Laws and Regulations.

Signature

Date

Print Name

Standard Operating Procedure

Burt Township Community Center Rental

The Burt Township Community Center is an approved kitchen by the Alger County Health Department. In order to remain an approved kitchen, we (and all renters) must follow the guidelines provided to us. **Violations will result in no longer being able to rent this facility.**

Burt Township / Alger County Health Department reserves the right to check-in on any event, at any time, to ensure all guidelines are being met.

Handwashing

Rinse hands and lower forearms under clean, running water. Apply soap and rub hands together for at least 10-15 seconds paying attention to removing soil from fingertips, underneath fingernails, and between fingers. Then rinse with clean, running warm water followed by drying with paper towel. Hands must only be washed at designated hand sinks, not at food preparation sinks, three compartment sinks, etc.

You must wash hands

- After touching bare human body parts other than clean hands and clean, exposed portions of arms
- After using the toilet room
- After caring for or handling service animals or aquatic animals
- After coughing, sneezing, using a handkerchief or disposable tissue
- After using tobacco, eating, or drinking unless the beverage container is handled to prevent contamination of hands
- After handling soiled equipment or utensils
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
- When switching between working with raw food and working with ready-to-eat food
- Before putting on gloves for working with food

_____ Initial here to show you read the above and will hold your event within those guidelines.

Personal Hygiene

- Outer clothing must be clean
- If experiencing persistent sneezing, coughing, or a running nose that causes discharge from the nose, or mouth may not work with food, clean equipment, utensils, linens etc.
- Have no lesion containing pus such as a boil or infected wound that is open or draining unless covered properly
- Nail polish wearers must wear gloves while working with exposed food, and no jewelry on arms or hands while preparing food
- Do not eat or use tobacco in food handling or equipment areas
- May drink from closed beverage container in food handling area – container must be handled and stored in a manner to prevent contamination of hands, exposed food, clean equipment, utensils, and linens etc.
- Must wear effective hair restraint such as hats, hair coverings, or nets

_____ Initial here to show you read the above and will hold your event within those guidelines.

Bare Hand Contact With Ready-To-Eat Foods

Ready-to-Eat (RTE) Foods are items that can be eaten without any further preparation to make them safe for consumption

- Do not touch exposed ready-to-eat foods with bare hands, use only deli tissue, spatulas, tongs, single use gloves etc. (Except when washing fruit or vegetables)

_____ Initial here to show you read the above and will hold your event within those guidelines.

Food From Approved Sources

- Food must be obtained from sources that comply with law (Grocery stores etc.)
- Wild mushrooms must be inspected
- Uninspected wild game or wild caught fish are not allowed
- Home prepared, home canned, or cottage foods are not permitted
- Foods must be received at appropriate temperatures, in good condition and protected from contamination

_____ Initial here to show you read the above and will hold your event within those guidelines.

Cleaning and Sanitizing Food Contact Surfaces

Cleaning is the removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues. Sanitizing is the step that can only occur after a surface has already been cleaned. It is the application of hot water or chemicals to reduce the number of disease-causing microorganisms on a food contact surface.

- Use test strips to check the sanitizing solution provided is at the appropriate strength
- Food contact surfaces are required to be properly cleaned and sanitized frequently
 1. Remove large debris
 2. Apply cleaning agent
 3. Rinse with clean water
 4. Apply sanitizing Solution
 5. Air Dry
- Utilization of three compartment sink
 1. Scrape food from dishes into the garbage
 2. Wash dishes and utensils in hot soapy water
 3. Rinse in clean water
 4. Sanitize by immersing in sanitizing solution
 5. Air dry

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Protecting Food from Contamination

Food must be stored and prepared to prevent contamination. Methods for preventing contamination include by ate no limited to:

- Washing hands at appropriate times
- Storing raw animal foods away from ready-to-eat food, cooked food and produce
- Separating raw beef, fish, pork and poultry from each other unless intentionally mixing during preparation
- Storing raw, unwashed produce away from washed produce and other ready-to-eat foods
- Appropriately storing in-use utensils and cleaning them at required frequency
- Keeping cutting boards, utensils and other food contact surfaces or equipment cleaned and sanitized
- Rinsing all whole produce thoroughly before preparation and or service
- Not using a utensil more than once to taste food that is to be served
- Cleaning soiled containers before opening
- Storing wet wiping cloths in con
- Use single-use gloves for only one task and discard when damaged, soiled, or interruptions occur
- Storing the food in packages, covered containers, or wrapping
- Storing food in clean, dry location, six inches from floor, not exposed to splash, dust or other contamination

_____ Initial here to show you read the above and will hold your event within those guidelines.

Date Marking Read-To-Eat, Time/Temperature Control For Safety Food

- Date marking is necessary to prevent foodborne illness caused by *Listeria monocytogenes*

- Foods required to be date marked are:
 1. Time/temperature controlled for safety (TCS)
 2. Ready-to-eat
 3. Held under refrigeration for more than 24 hours
- These food items are to be date marked at the time of preparation or if received commercially prepared when the package is opened. The pre-printed manufacturer's date on commercially prepared products is not a date mark
- The date shall indicate a time period not to exceed 7 days from the day of preparation or opening of a commercial packaging. The day of preparation or opening is considered day 1

_____ Initial here to show you read the above and will hold your event within those guidelines.

Time As A Public Health Control

6-Hour maximum time period:

- Food shall have an initial temperature of 41 degrees F (or less) when removed from temperature control and the food may not exceed 70 degrees F within the maximum time period of 6 hours when held out of temperature control
- The food shall be marked or otherwise identified to indicate
 - The time when the food is removed from 41 degrees F (or less)
 - The time that is 6 hours past the point in time when the food is removed from cold holding temperature control
- The food must be
 - Discarded if the temperature exceeds 70 degrees F
 - Cooked and served, served if ready-to-eat, or discarded within a maximum of 6 hours from the point in time it was removed from 41 degrees F (or less) cold handling temperature control
 - Food in unmarked containers/packages or marked to exceed a 6-hour limit shall be discarded
- Time as a control is not permitted for raw eggs in a food establishment that serves a highly susceptible population

_____ Initial here to show you read the above and will hold your event within those guidelines.

Thawing Time/Temperature Control for Safety Food

Thawing TCS Food:

TCS Food needs to be thawed using one of the following methods

- Under refrigeration that maintains the food temperature at 41 degrees F or less
- Completely submerged under running water
 - At a water temperature of 70 degrees F or below
 - With sufficient water velocity to agitate and float off loose particles into an overflow
 - For a period of time that does not allow thawed portions of ready-to-eat food to rise above 41 degrees F
 - For a period of time that does not allow thawed portions of a raw animal food requiring cooking to be above 41 degrees F, for more than 4 hours
- As part of a cooking process if the food that is frozen is
 - Immediately cooked
 - Thawed in a microwave oven and immediately transferred to conventional cooking equipment, with no interruption in the process

_____ Initial here to show you read the above and will hold your event within those guidelines.

Cooking time/Temperature Control For Safety Food

Cooking TCS Foods:

Cooking Temperature	Food Items
165 Degrees F	Poultry; baluts; stuffed fish; meat, pasta, poultry, or ratites; stuffing containing fish, meat, poultry, or ratites; and raw animal foods cooked in a microwave.
155 Degrees F	Ratites; mechanically tenderized or injected meats; comminuted fish, meat or commercially raised game animals, and raw eggs except those that area broken and prepared in response to a consumer's order for immediate service.
145 Degrees F	Raw eggs that are broken and prepared in response to a consumer's order and that will be served immediately; fish; and meat (including commercially raised game animals).
135 Degrees F	Fruits and vegetables that are <u>cooked for hot holding</u> .
Time and temperature as specified under Food Code 3-401.11(B0)	Whole meat roasts including beef, corned beef, lamb, pork, and cured pork roasts.
<i>*Except for whole meat roasts, the listed foods should be maintained at these listed temperatures for at least 15 seconds.</i>	

_____ Initial here to show you read the above and will hold your event within those guidelines.

Cooling Time/Temperature Control or Safety Food

Cooling TCS Food:

- Cooking TCS foods shall be cooled within 2 hours from 135 Degrees F to 70 Degrees F; and within a total of 6 hours from 135 degrees F to 41 degrees F or less
- TCS food prepared from ambient temperature or pre-chilled ingredients shall be cooled within 4 hours to 41 degrees F or less
- Rapid cooling methods shall be utilized to ensure cooling TCS foods meet required cooling times and temperatures. Utilizing multiple methods as listed below is highly recommended. Appropriate cooling methods include but are not limited to:
 - Placing food in shallow pans
 - Covering food loosely or leaving it uncovered to help cool faster when placed in cold holding equipment
 - Separating food into smaller or thinner portions
 - Using rapid cooling equipment
 - Stirring the food in a container placed in an ice water bath
 - Adding ice as an ingredient
 - Using containers that facilitate heat transfer
 - Other effective methods

_____ Initial here to show you read the above and will hold your event within those guidelines.

Reheating For Hot Holding time/Temperature Control For Safety Foods

Reheating TCS foods for hot holding

- TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 156 degrees F for 15 seconds
- TCS ready-to-eat food taken from commercial packaging and reheated for hot holding shall be heated to an internal temperature of at least 135 degrees F
- All reheating for hot holding foods in microwave oven for hot holding, the food must meet the temperature requirements as listed above. However, the food must be rotated, stirred, covered, and allowed to stand covered for 2 minutes after reheating.

_____ Initial here to show you read the above and will hold your event within those guidelines.

Hot Holding Time/Temperature Control for Safety Foods

Hot Holding TCS Food

- TCS food that is being hot held must be at 135 degrees F or more
- Stir food often to maintain equal heat distribution in the food
- Keep food covered

_____ Initial here to show you read the above and will hold your event within those guidelines.

Cold Holding Time/Temperature Control for Safety Foods

Cold Holding TCS Foods

- TCS food that is being cold held must be at 41 degrees F or less
- Foods that are stored frozen must be maintained frozen
- Keep food covered

_____ Initial here to show you read the above and will hold your event within those guidelines.

Outdoor Exposed Dining/Food Preparation

- A dining area may be exposed to the outdoors by being build outdoors or by being in an enclosed room that has walls, windows, or doors that an be opened exposing the dining area to the outdoor environment. The following items need to be taken into consideration:
 - Protection of the interior kitchen from the outdoor exposed dining area (Solid self-closing interior doors, air curtains, screens)
 - Protection of food (condiments, bar garnishes, ice etc.) held or prepared in the outdoor exposed dining area
 - Protection of utensils and food equipment (beverage stations) in the outdoor exposed dining area
- If outdoor food preparation (grilling) will be conducted, the following items need to be taken into consideration:
 - Protection of the food from outdoor contamination
 - Proper temperature control of TCS foods
 - Proper employee handwashing
 - Protection and cleaning of outdoor utensils are equipment food contact surfaces
 - Equipment (portable or permanently fixed)
 - Transportation of food between the interior kitchen and the outdoor food preparation area
 - Prevention of unauthorized access to the outdoor food preparation area
 - Location of outdoor food preparation area to lessen potential contamination
 - Appropriate outdoor flooring, walls, overhead protection, and lighting with shielding
 - Appropriate fuel source for cooking equipment (propane, charcoal, untreated food etc.)
 - Disposal of refuse and waste ash (charcoal)

_____ Initial here to show you read the above and will hold your event within those guidelines.

Foods prepared in the Community Center kitchen must be kept completely separate from foods prepared at-home. Keep on a separate table and/or separate room, if possible, with a label stating “Not prepared in a certified kitchen” for each dish or a sign for the table. *There must be no confusion between the food prepared in the certified kitchen and those prepared elsewhere.*

I _____ have read the guidelines provided by Burt Township and agree to follow them. I understand a Burt Township representative can check-in with me at any time during my event to verify the proper protocol is being taken. I understand that violation of these rules leaves my event open to be shut down without refund, and I may be unable to rent from Burt Township in the future. I release Burt Township from any liability.

Renter (Signature)

Date

Food Waiver

Fill out below if you are not serving food at your event or are not using the community center kitchen to prepare your food.

I _____ ensure,
(Print Name)

- No food will be served at this event.

OR

- All food will be prepared offsite.

I have read the guidelines provided by Burt Township and agree to follow them. I understand a Burt Township representative can check-in with me at any time during my event to verify the proper protocol is being taken. I understand that violation of these rules leaves my event open to be shut down without refund, and I may be unable to rent from Burt Township in the future. I release Burt Township from any liability.

Renter (Signature)

Date

Alcohol Waiver & Release of Liability Form

Burt township does not provide for the serving of alcohol at the event unless this legally binding release of liability and assumption of risk agreement is signed.

Please read carefully before signing.

I, _____, acknowledge that the serving of alcohol for my event carries potential risks and dangers beyond the control Burt Township. I, as the responsible party, assume all liability for myself and all event participants, invitees and other guests for any form of negligence that may arise from the consumption of alcohol by the event participants, invitees and other guests. I hereby agree to indemnify, defend, release, and hold harmless Burt Township all liability to me, my invitees/guests, my next of kin, my conservators, assigns, heirs, guardians or other legal representatives for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys' fees, for any injury, death, or damaged property arising out of making available/serving alcohol at this event. I hereby waive all legal rights to pursue any form of legal action against Burt Township.

I have read this agreement and have signed it freely. I fully understand it to be a complete and unconditional release of liability to the greatest extent of the law.

Event: _____

Date/s of Event: _____

Signature of Responsible Party

Printed Name of Responsible Party

Date

Fill out below ONLY if you are not allowing alcohol at your event.

- There will be no alcohol at my event.**

Signature of Responsible Party

Printed Name of Responsible Party

Date

Assumption of the Risk & Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk by hosting this event. I recognize there is risk of exposure or infection that may result in injury, illness, permanent disability, or death. I will take all precautions necessary for a safe event.

I hereby release, covenant not to sue, discharge, and hold harmless Burt Township, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Burt Township, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the event.

Signature

Date

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ALGER COUNTY

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Blanket Authorization Form - Yearly

Year: _____

Group: _____

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

Known events for the year blanket coverage:

This does not take the place of scheduling an event. Always call, email, or stop in the office in advance to check availability or to schedule your events.

I _____ a representative/main contact person from _____ have read the guidelines provided by Burt Township and agree to follow them. I understand a Burt Township representative can check-in with me at any time during my event to verify the proper protocol is being taken. I understand that violation of these rules leaves my event open to be shut down without refund, and I may be unable to rent from Burt Township in the future.

Renter (Signature)

Date