

## **2023 PAVILION RENTAL COORDINATOR BID**

Isabella Township is seeking bids for a Pavilion Rental Coordinator (PRC). Isabella Township has the right to accept or reject any bid given to us. The bidding for this job will close Sunday, June 4, 2023. This job includes but is not limited to:

\*Take rental phone calls in a timely manner, schedule and keep accurate calendar of rentals online; have the capability to use Google Docs and Calendar, take deposits and collect rental money; write receipts for all transactions, inspect Pavilion after renter has vacated to determine any damages or issues; return deposits to renter within one week of rental and return all money collected to Isabella Township Treasurer **within three days** of collection; manage keys to Pavilion; keep good communication with the Township Treasurer or Clerk, clean pavilion if renters did not.

\*The Pavilion will be available to rent by the public Monday thru Sunday from approximately May 1, 2023 until October 31, 2023 (depending on weather). Calls for renting the pavilion will be taken year-round but can be limited to returning calls Monday thru Friday 9am-5pm as long as all calls are returned in a timely manner.

\*Should there be a personal schedule conflict for the PRC, he or she should contact a Township Board member to substitute for them. The PRC is allowed 3 substitutions. After 3 substitutions, \$50 less will be paid for each substitution needed.

\*Should a renter not fulfill their duty to clean up the pavilion, the \$50 deposit will be paid to the PRC for cleaning the pavilion instead. It is the Pavilion Rental Coordinator's responsibility to make sure the pavilion is clean for the next renter.

***I agree to perform the above duties for the Pavilion Rental Coordinator in the times stated starting June 5, 2023 and ending May 6, 2024 for \$\_\_\_\_\_ per month.***

It is agreed between the two parties that the Township carries **NO WORKMANS COMP OR LIABILITY INSURANCE ON THE PERSON/S FILING THIS POSITION**. The liability insurance is solely the responsibility of the person bidding. You will be an at-will employee and either party can terminate their agreement at any time with proper notice.

I agree to the terms of this agreement and respectfully submit my bid for consideration by the Isabella Township Board.

Print Name:

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Address:

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Phone Number:

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Signature:

Date:

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