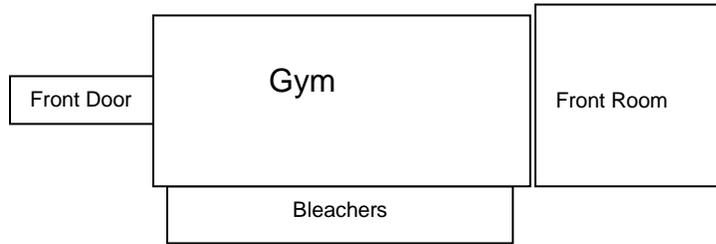


Stage (circle one) Yes or No 8 x 16 _____ 12 x 16 _____ 12 x 24 _____
 (Please indicate the location of the stage on the drawing provided below.)
 Please do no disassemble or move the stage.



****A LETTER FROM YOUR INSURANCE AGENT EXTENDING YOUR HOMEOWNERS LIABILITY INSURANCE IS REQUIRED IF ALCOHOL IS APPROVED BY THE CITY COMMISSION AND A COPY PROVIDED TO OUR OFFICE BEFORE THE FIRST DAY OF YOUR EVENT. THIS IS USUALLY A MINIMAL COST AND WOULD BE TO YOUR BENEFIT AND IS HIGHLY RECOMMENDED.**

I. Groups Allowed:

Class A: Local service clubs (example: Non-Profit Organizations Lions/Lioness Clubs, Rotary, Fire, Ambulance or Police Services, Unions, City Employees, Boards and Commission, etc.)

Class B: Other Groups and individuals (example: Basketball practices, AAU, Little League, Volleyball, etc.)

Class C: Receptions, Graduation Parties, Private Parties, etc.

II. Fees and Charges:

<u>Class</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Amount Paid</u>	<u>Balance Owed</u>
Security Deposit (Refundable up to 30 Days)	\$100.00	\$150.00	\$150.00		
Rental Fee ½ day	\$50.00		\$50.00		
Rental Fee Full day	\$100.00		\$100.00		
Full Day Use (Resident Rate)		\$200.00	\$200.00		
Full Day Use (Non-Resident Rate)		\$250.00	\$250.00		
Event with Food/ Beverage (Resident Rate)		\$500.00	\$500.00		

<u>Class</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Amount Paid</u>	<u>Balance Owed</u>
Event with Food or Beverage (Non-Resident Rate)		\$600.00	\$600.00		
Non Profit with Food or Beverage and/or Fundraising Event	\$250.00		\$250.00		
Recreational Rate (per Hour)		\$20.00			
Kitchen Rental	\$50.00	\$50.00	\$50.00		
Cancellations (No Exceptions)	\$25.00	\$25.00	\$25.00		

Total Fee for Event and date received: \$ _____ Paid on: _____

***No deposit refunds will be made after 30 days prior to the scheduled event. Rental fee must be paid in full 45 days prior to the event. NO EXCEPTIONS \$25.00 CANCELLATION FEE.**

Special rates and conditions can be negotiated for long term contracts, if approved by the Parks Director.

III. Keys:

One set of keys will be assigned to the person designated on this contract unless other arrangements have been made with the Parks Director. Keys must be picked up on Friday before 5:00 p.m. for weekend events and returned on the following Monday.

IV. Damages:

The lessee is responsible for all damages and loss of equipment that occurs. Damages will be billed to the lessee. Damages include any damages to the premises or to any of the contents inside the Civic Center. The building will not be rented to anyone having an outstanding bill

V. Clean-up & Closing Procedures

See attached checklist.

VI. Rules May Change

The rules set forth are subject to change at the City's discretion.

VII. Miscellaneous

The lessee signing this agreement shall be the responsible party.

Under no conditions may any key to the rental property be duplicated by lessee.

There shall be no smoking of any product permitted on the premises.

No activity contrary to any local ordinance, city law, or federal law shall be conducted during the term of the rental agreement.

The City shall have the right to inspect the premises at any time and, if the lessee is found to be in default of any provision of this agreement, the City may immediately terminate the agreement and expel the lessee.

All Alcohol **MUST** be approved by the City Administrator.

All Activities shall end at 12:00 midnight unless special permission is granted by the City Administrator.

All equipment, which should be listed below, brought on site shall be approved by the City Administrator.

Equipment which is to be brought on Site: _____

vii. Hold Harmless

I/we agree to hold the City of East Jordan, its successors, employees, and designees harmless from all claims, suits, costs and liabilities.

By signing, I/we, agree that I/we have read, understand and agree to the attached conditions. I/we further agree to pay all debts arising from rental of the facility.

Signature of lessee

Date

Approved by: _____
(City Administrator)

Date Approved/Denied: _____

Date Deposit Refunded: _____

Cleaning Checklist

Your deposit is returned if our inspection finds the following list to be done satisfactorily. If some tasks are done and not others, your deposit will be retained by the City for expenses incurred by having our janitorial service to finish the job. If you break any of the equipment you are using you will be charged for its replacement. Cleaning supplies are found in the storage closet next to the women's restroom. If using City cleaning products, apparatus must be placed back in their storage closet in an orderly fashion.

1. **Restrooms** – clean toilets, sinks, mirrors, mop floors
2. **Bleachers** – clean up all trash, leave floors clean
3. **Floor** – vacuum the carpet, sweep and mop all hard surface floors
4. **Doors** – be sure doors are latched and locked when you leave
5. **Chairs, tables and supply room** – wash tables, take down, stack and put away; wash down inside of refrigerator and leave floor clean
6. **Portable bar** – wipe it down and leave in the SW corner of room
7. **Stage** – remove decorations; do not move or take down
8. **Outside entrance** – pick up garbage & cigarette butts
9. **Appliances** – Must be cleaned and same condition as found.

Garbage – is the responsibility of the person or organization renting the building and must be removed from the building the same day as the event (when event is over)

ALL RENTERS WILL RECEIVE THEIR DEPOSITS AFTER A FACILITY INSPECTION AND RETURN OF BUILDING KEYS IF THE BUILDING IS NOT LEFT IN GOOD CONDITION, THE CITY WILL RETAIN THE ENTIRE SECURITY DEPOSIT FOR THE COSTS INCURRED IN THE PROPER CLEANING OF THE BUILDING.

Many people use this facility for special events and you will be happier if the others leave it clean for you and they will appreciate your care. Thank you.