

# RENTAL AGREEMENT

## The City of Belding Community Center/Belrockton Reservation

Date(s) requesting: _____	Time: _____ to _____
Purpose of Rental: _____	Number of Guests: _____
Name: _____	Phone: _____
Address: _____	
Driver's License Number: _____	email: _____

City Resident: \$200.00 rental/\$100.00 security deposit\*\* (\$300.00 due at signing)  
(Cash/Check # \_\_\_\_\_ Credit/Debit Card\* confirmation # \_\_\_\_\_)

Non-Resident: \$250.00 rental/\$150.00 security deposit\*\* (\$400.00 due at signing)  
(Cash/Check # \_\_\_\_\_ Credit/Debit Card\* confirmation # \_\_\_\_\_)

\* A convenience fee is added to debit /credit card payments\*

\*\*Deposit Reimbursements will be issued following custodial approval and following the next council meeting after reservation date\*\*

### RENTAL POLICY

**~NOTICE FOR WEEKEND EVENTS: PICK UP KEY FROM CITY HALL ON THE THURSDAY PRIOR TO YOUR RESERVATION NO LATER THAN 5:00 P.M.~**

*Renter: Please initial the line to the left of each paragraph below acknowledging that you have read, understand and agree to the following:*

\_\_\_\_\_ **Fire Codes/Room Capacity:** The User(s) (person(s) signing the Rental Agreement) of the Community Center must comply with local fire safety regulations, state laws, and building regulations. (Maximum capacity per floor is 100). **Parties using main floor space shall remain on that level only.**

\_\_\_\_\_ **Smoking/Alcohol Use:** Smoking and alcohol use **IS PROHIBITED** in any area of the Community Center, including the property outside, unless otherwise designated. This policy complies with the *Michigan Public Act 198 of 1986 "Clean Indoor Act."* Failure to adhere to this policy will result in additional fee(s) and/or no refund of the event deposit.

\_\_\_\_\_ **Clean-up of the Facility:** The User agrees to remove all personal effects from the Community Center **NO LATER THAN 1 A.M.** and that the City will in no way be held liable for any items left at the facility after the term of this Agreement. The User agrees to return the facility to a clean condition and leave the Community Center in the condition in which it was found prior to the event.

\_\_\_\_\_ **Snow/Ice Removal:** The City will make every attempt to remove snow from the parking lot, sidewalks and building entrances and salt/sand icy areas. Blowing snow and snow accumulation may likely occur. City streets are given priority for snow and ice removal.

\_\_\_\_\_ **Damages:**

- **NO** decorations are allowed on the windows, ceilings or walls.
- **NO** tape, glue, putty, tacks, staples, nails, screws or Command®-type removable hangers are to be used on any of the windows, walls or ceilings.
- Care should be taken so that the wood floors are not damaged.
- Do not overload the electrical outlets or the breakers will trip, resulting in power failure or fire.
- Furnishings and equipment may not be moved from room to room or from the building without the prior authorization through City Hall offices at 616-794-1900, extension 100. City Hall offices are open Monday through Thursday, 7:00 a.m. to 6:00 p.m., holidays excluded, therefore you must obtain prior authorization during normal business hours.

- Cost of damages to the building (including tape remnants or paint damage), furnishings and equipment beyond normal wear must be paid by the User named on this Rental Agreement at such time as damages occur and may be deducted from the deposit.

\_\_\_\_\_ **No Liability-Indemnification:** User agrees that the City shall not be liable to User or its agents, employees or guests, for any personal injury, property damage, loss of life or property arising out of the User's use of the Community Center. User further agrees to indemnify and hold City, its agents, employees and elected officials harmless against any and all claims, causes of action, judgments, damage expense, costs, including but not limited to attorney fees or collection proceedings arising from or relating to User's use of the Community Center, including the acts or omissions of Users, its agents, employees or guests.

\_\_\_\_\_ **Security Deposit/Reservation Fee:** A security deposit and full rental fee is required for all reservations. **This must be paid upon signing of the rental contract to reserve the requested date.** A small convenience fee is added to the total when paying by debit or credit card. The security deposit will be returned **no later than 30 days after the rental date.** Additional charges may be assessed if excessive damage or improper conditions exist to the rented room.

\_\_\_\_\_ **Acceptance:** User acknowledged the foregoing as an accurate statement of the agreement with the Community Center and agrees to be bound by it. The parties acknowledge that this rental agreement contains the entire agreement between parties and there are no understandings or agreements other than those set forth in this rental agreement. Further, User acknowledges the opportunity to confer with counsel regarding this agreement prior to its execution, or hereby waives such opportunity.

**This waiver must be signed and returned to the City of Belding in order to reserve the Community Center. The following regulations and any applicable ordinances and rules will be strictly enforced by the City of Belding Police Department.**

**EMERGENCY CONTACT INFORMATION:**

**Belding Community Center, 108 Hanover Street, Belding**

**In case of an emergency dial 911. For all other nonlife-threatening emergencies dial:**

Ionia County Central Dispatch: **616-527-0400**

*(Central Dispatch will be able to locate the "on-call" employees of appropriate City Departments)*

Belding Police Department: **616-794-1900, ext. 226**

Belding Fire Department: **616-794-1900, ext. 212**

**Please return key by 8:00 a.m. the following day to the city Hall office or the drop box located in front of City Hall.**

I, the undersigned, having read and understood the policy regarding the Belding Community Center, accept the responsibilities listed and fees stated therein. I am responsible for the organization or group listed for any infraction of the regulations and any damages to the property incurred during or in connection with the use of the Community Center. I also understand that the User shall pay the City's costs and legal expenses incurred in connection with the enforcement of this agreement upon breach of any provision by User.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY: (Pre-Rental)</b>			
Date of Request: _____	Fees: _____	Date Received: _____	CC to User: _____ Initials: _____
<b>(Post-Rental)</b> Keys Returned: _____ *Damages Incurred: YES / NO Additional fee(s) for damages: YES / NO			
*If yes, description of damages: _____			
Date Deposit Returned: _____	Amount: \$ _____	Check #: _____	Initials: _____