

The City of Belding Community Center/Belrockton Reservation

City Resident: \$200.00 rental/\$100.00 security deposit _____ (Cash/Check # _____)
Non –Resident: \$250.00 rental/\$150.00 security deposit _____ (Cash/Check # _____)

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

(Please print or type)

Date and time of Request: _____

Group Size: _____

Purpose of Rental: _____

Approx. Time: _____

Responsible Adult: _____

Address: _____

Home Phone: _____ Driver's License Number: _____

Cell Phone: _____

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 cost and legal expenses incurred in connection with the enforcement of this agreement upon breach of any provision by User.

Signature of Responsible Person: _____ Date: _____

*******PICK UP KEY ON THURSDAY PRIOR TO PARTY BY 5:00 P.M.*******

Cleanup of the facility: The User agrees to remove all personal effects from the Community Center **NO LATER THAN 1 A.M.** 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. The User also hereby agrees that the City will in no way be held liable for any items left at the Community Center facility after the term of this Agreement.

Fire Codes/Room Capacities: Users of the Community Center must comply with local fire safety regulation, state laws, and building regulations. **Parties using main floor space shall remain on that level only.**

Smoking/Alcohol Use: Smoking and alcohol **WILL BE PROHIBITED** in any areas of the Community Center, including the property outside. This policy complies with the Michigan Public Act 198 of 1985 "Clean Indoor Act." Failure to adhere to this policy will result in an additional fee being charged or no refund of event deposit.

Damages: There will be **no decorations on the ceilings or walls. No tape, glue, putty, tacks or nails are to be used on any of the walls.** Care should be taken that wood floors are not damaged. Cost of damages to the building, (including tape remnants or paint damage), furnishings, and equipment beyond normal wear, must be paid by the User having reservations for the Community Center at such time as damages occur, and may be deducted from the deposit. Furnishings and equipment may not be removed from room to room or from the building without the prior authorization through City Hall offices at 616-794-1900, Ext. 217.

No Liability-Indemnification: User agrees that the City shall not be liable to User or its agents, employees of guests, for any personal injury, property damage, loss of life, or property arising out of 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 of omissions of Users, its employees, agents or guest.

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 requested date. 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 expressly 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.

**PLEASE RETURN KEY BY 8 AM THE FOLLOWING DAY TO THE CITY HALL OFFICE OR THE DROP BOX
LOCATED IN FRONT OF CITY HALL**

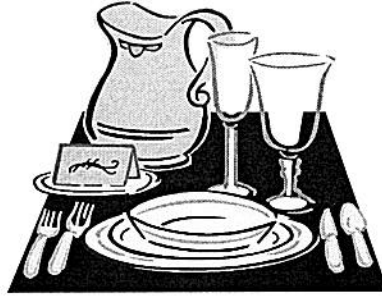
OFFICE USE ONLY:

Date of request: _____ Fees: (If applicable) _____ Date Received: _____

Cash/Check: _____ Receipt#: _____ Initials: _____

Copy of this form given to party: _____ Ok'd by Custodian _____

Key Returned: _____ Deposit returned: _____



Belrockton Community Center Rules

1. **NO ALCOHOL** is allowed on the premises.
2. **NO SMOKING** is allowed inside or outside at any time.
3. **NO** tape, glue, putty, tacks, or nails are to be used on any of the walls.
4. **NO** decorations are allowed on the ceilings or on the walls.
5. **NO** lighted (flames) candles are allowed.
6. Care should be taken that the wood floors are not damaged.
7. Bathrooms are to be checked and the lights turned off.
8. **ALL** garbage needs to be taken outside and disposed of in the garbage bin outside. Please take any unused food with you.
9. The floors should be swept and spills cleaned up. **No mopping** is necessary.
10. **All** lights need to be turned off.
11. **All** doors need to be checked and locked.
12. Take all tables and chairs down and return them to the storage area.
PLEASE READ the directions on the wall for the proper storage of tables & chairs. Use the dolly to store the chairs so the back of the chairs face the door and leave 3 long tables up.
13. Check and reset all thermostats to the original setting.
14. The key needs to be returned back to City Hall by 8 am on the following business day or dropped off in the drop box in front of City Hall.

THANK YOU SO MUCH FOR YOUR COOPERATION!

The City of Belding

***In case of an emergency please call: 269-697-3837**