

Village of Vermontville
194 S. Main St.
P.O. Box K
Vermontville, MI 49096
517-726-1429 phone
517-726-0707 fax



FACILITIES RENTAL REQUEST

Community Center (Includes use of Kitchen)

Rental Fees - \$ 75.00

CASH CHECK CREDIT CARD

Deposit Fee \$ 100.00

CASH CHECK CREDIT CARD

Total Due: _____

Check #'s _____

Date Paid: _____

Hours of Use

Date (s) Facility Requested _____ (Include opening/set-up/clean-up hours) _____ to _____

Facility will be used for _____ Anticipated Attendance _____

Kitchen Usage: YES NO (KITCHEN & PREP WORK ONLY ON DAY OF EVENT)

Sponsoring Organization _____

Name (Print) _____ Phone _____

Other Contact Number _____ E-Mail Address _____

Address _____ Zip _____

Agreement

In return for services and use of facilities and/or equipment listed above, the applicant agrees:

1. To remit rental payment to: **Village of Vermontville**
2. **ALL FEES MUST BE PAID IN ADVANCE.**
3. Key is to be left at Village Office as instructed.
4. To pay for any damage done to building or equipment by renter.
5. To vacate the building on hours agreed above or pay an additional fee if used longer.
6. To observe Rules and Regulations pertaining to use of facility

I as Chairperson, Officer, or Sponsoring Adult, agree to be responsible, on behalf of the organization, for rental and fees as stated above. I further accept the responsibility for any damage to building, equipment, or grounds. We will leave the facility in satisfactory condition and follow all rules and regulations of the Village. We will report any accident or problem at once, **not permit smoking**, and remain in the building until all have left. **I understand that building requests are to be submitted at least 10 days in advance** and Village activities take priority over any other activity. I accept the responsibility for all the above by placing my signature below. ***See reverse side for Facility Use Rules and Regulations.**

Signature _____ Title _____ Date _____

VILLAGE OFFICE APPROVAL _____ DATE _____

Village of Vermontville

Facility Use Rules and Regulations

The use of the facility must be scheduled through Village of Vermontville Office. Application for use shall be filled out on a form provided by the Village at least one day **(1) day prior to the scheduled event.**

Village facilities may not be used for purposes that conflict with community standards or local, state, or federal laws.

Lessee of the facility shall receive a copy of the rules and regulations and sign a rental agreement form, indicating they understand all the rules and regulations presented to them.

Alcohol is prohibited on Village of Vermontville property.

Smoking and Drugs are prohibited on Village of Vermontville property. Flammable materials are not allowed in or on Village property.

All groups using Village-owned facilities shall be responsible for providing qualified adult supervision. While on the premises of the facility, there shall be always a person or persons responsible for the group, which is utilizing the facility. If the person on the rental agreement is not present, they must designate another person to be in charge. This person shall assume full legal responsibility for the actions of all persons on the premises and for damages to the building or its grounds.

The user shall be responsible for arranging the room as they desire and shall be further responsible for returning the room to its original layout and condition.

All groups using Village facilities shall be responsible for prompt removal of their property (i.e. special equipment and decorations) and for any damages incurred during the time they are in charge of these facilities. Sweep and mop floor of any food or spills. **All areas used must be cleaned and left in a manner as originally found following the approved activity.**

Hours of use are limited to 11:00 pm midnight except by special permission.

At no time shall anyone interfere with the furnace or lighting.

Extra police shall be the responsibility of the renter.

All trash must be removed from the floor. If carpet should need cleaning because of spills or neglect, the fee will be the actual cost to have the carpet cleaned.

Rental fees shall be paid at least one week in advance of scheduled activity unless agreed upon with the Village Clerk or upon invoice. (Additional costs for custodial use & building use and services beyond specified time will be invoiced.)

Only those areas of the building and equipment so specified in applicant's request may be used.

The right to revoke a permit at any time is reserved by the Village authorities.

There can be no program or activity conducted on Village property that reflects on, or discriminates against persons of any race, color, creed, or national origin.

VILLAGE OF VERMONTVILLE RENTAL
RELEASE OF LIABILITY

The undersigned, _____, agrees to release the Village of Vermontville, its council members, officials, and employees from any liability for personal injury or damages to personal property related to non-Village use.

Name: (Print) _____

Signature: _____

Date: _____

Witness: _____

Date: _____

VERMONTVILLE VILLAGE COMMUNITY CENTER RENTAL RULES

- Tape, nails, tacks, etc. are not allowed on walls, windows, doors, ceiling, or any painted surfaces.
- Pets are not allowed inside the building except for visual assistance dogs.
- No bikes, skates, skateboards, etc. are allowed inside the building.
- Floors must be swept, and trash disposed of properly after each use. The Community Center has vinyl plank flooring in the small gathering room, please read all flooring care instructions before cleaning these floors.
- Failure to adhere to the rental agreement may result in termination of future rentals.

OPENING/CLOSING VILLAGE COMMUNITY CENTER

1. Open the door & deadbolt located on the east side of the building.
2. As you enter and walk down the hall the light switches are located on the wall just inside the main room on your right.
3. The thermostats need to be turned back to 55 degrees during the winter months and 80 degrees during the summer months. Expected use temperatures should be 68 degrees in winter and 72 in summer.
4. Restrooms are in the entryway hall and in the south corner of small gathering room.
5. When leaving make sure all the lights are off in all the rooms and hallway.
6. Once you leave and shut the door, lock the deadbolt.
7. Return the key to the Village office-194 S. Main. If no one is there leave it in the deposit box in the ATM lobby.
8. DO NOT duplicate key.

Thank you for your cooperation.

Signature of Lessee

Date