

Village of Vermontville

194 S Main St. PO Box K
Vermontville, MI 49096
517-726-1429- Phone
www.vermontville-mi.gov



VERMONTVILLE COMMUNITY CENTER
RENTAL AGREEMENT

Community Center (Includes use of Kitchen) –

Key ID #

Rental fee - \$ 85.00 CASH CHECK CREDIT CARD

#1, #2 , #3 , #4

Refundable deposit - \$ 100.00 CASH CHECK CREDIT CARD

Hours of Use

Date (s) Facility Requested _____ Hours of use _____ to _____

Facility will be used for _____ Anticipated Attendance _____

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

Sponsoring Organization _____

Contact Name (Print) _____ Phone _____

Address _____ Zip _____

Other Contact Number _____ E-Mail Address _____

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 \$15 per hour 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 applications are to be submitted in advance with the refundable deposit** 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 _____

OFFICE USE ONLY

APPROVAL _____ DATE _____

Date Paid: _____ C.R. # _____ Processed by: _____

**Village of Vermontville
Facility Use Rules and Regulations**

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, skate boards, etc. are allowed inside the building.**
- **Floors must be swept, and trash disposed of properly after each use.**
- **Failure to adhere to the rental agreement may result in termination of future rentals.**
- ***The refundable deposit will not be returned if the renter fails to clean-up, abide by the cancellation policy, or destroys any Village property***

The use of the facility must be scheduled through Village of Vermontville Office. Application for use and deposit shall be submitted and paid at the Village office at least 30 days prior to the event. Rental fee must be paid within 7 days of the event. Application for use shall be filled out and deposit paid in order to confirm reservation. Recurring reservations will require \$100.00/ month refundable deposit and first month's rental fees paid in advance. (for example if you rent it for 12 months you pay 1200.00 deposit. This will be refunded to you at the rate of \$100.00 each month as long as there are no damages or other violations.

Cancellation policy all cancellations must be done in writing, over the phone or in person at least 14 days before the event. The \$100.00 deposit will be returned by check to the address on file no more than 30 days after the cancellation date. Any cancellations less than 14 days before the event will be charged the deposit fee and returned any rental fee paid in advance.

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

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. If the Village staff has to clean-up after the event your deposit will not be returned.**

- Hours of use are limited to 12:00 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.
- 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, _____, agree 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.

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 all and in the south corner of main 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, pull on the door to make certain it is latched and lock both the door and the deadbolt.
7. Return the key to the Village office-194 S. Main.
8. DO NOT duplicate key.

Thank you for your cooperation.

Signature of Lessee

Date

Witness signature

Date