

The City of Belding Community Center/Belrockton Reservation

City Resident: \$100.00 rental ____ (Check # ____) \$100.00 security deposit ____ (Check # ____)
Non –Resident: \$150.00 rental ____ (Check # ____) \$150.00 security deposit ____ (Check # ____)

When paying by check-please send two (2) separate checks for the rental and security deposit

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.

1. Bathrooms are to be checked and the lights turned off before leaving the premises.
2. All garbage needs to be taken outside and disposed of in the garbage bin outside.
3. The floors should be swept and cleaned. These supplies can be found in the supply room at the end of the back entrance hall.
4. All lights need to be turned off and all doors locked.
5. Please take all tables and chairs down and return them to the storage areas.
6. 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.

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.

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, furnishings, and equipment beyond normal wear, must be paid by the User having reservations for the Community Center at such time as damages occur.

No Liability-Indemnification: User agrees that the City shall not be liable to User or it 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, it 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 User's, 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.

(Please print or type)

Date and time of Request: _____ Group Size: _____

Purpose of Rental: _____

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: _____

Make Checks payable to: **City of Belding**

Return this form with applicable fee to: City of Belding
120 S Pleasant, Belding MI 48809
616.794.1900 extension 217

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: _____