

Spring Arbor Senior Center
122 Starr Road, P.O. Box 339, Spring Arbor, MI 49283
(517) 750-1010

BUILDING RENTAL AGREEMENT

Organization/Individual _____

Contact Person : _____

Telephone:Day: _____ Night: _____

Mailing Address: _____

City, State and Zip _____

Type of Activity: _____

No. of people expected: _____

Date of Event: _____ From: _____ to _____

Rental Fee: \$ _____ +\$ 200.00 Security/damage deposit- \$ _____

1. RENTER has read, understands, and agrees to comply with the attached "Spring Arbor Senior Center Rental Policies and Fee Schedule."
2. RENTER agrees to save Spring Arbor Township harmless for any damage to any person or property resulting from RENTER'S use of the Center.
3. RENTER agrees to provide proper supervision for the use of the Center.

_____ Date: _____
RENTER signature

Approval: _____ Date: _____
Center Representative

SPRING ARBOR TOWNSHIP
SENIOR CENTER

RENTAL
PROCEDURES POLICY

1. A rental representative for Spring Arbor Senior Center will have the person requesting the rental fill out the rental agreement.
2. To reserve a specific date for rental, ALL FEES (both damage deposit and usage fee) must be turned in with the application. No date will be reserved without full payment. Partial payments will not be accepted. Checks should be made out to Spring Arbor Township.
3. Person accepting rental paperwork and fees will write on the agreement the date paid, amount paid and whether paid by cash or check (including check number). A copy of this agreement will be given to the renter.
4. Date of rental will be written on calendar in office immediately.
5. All completed paperwork and rental fees will be turned in to the Spring Arbor Township office daily.
6. Following a rental, all completed paperwork (rental check list and OK by the manager to return damage deposit) will be turned in to the Spring Arbor Township office within five (5) days following the rental.
7. At the beginning of each month, the Senior Center Manager will provide the Township Office with a list of the rentals for that month. Any additional rentals can be called in to the Township Office when booked for that month.