

SPRING ARBOR TOWNSHIP SENIOR CENTER RENTAL POLICY AND FEE SCHEDULE

1. A representative of the Spring Arbor Senior Center (Center) will be available as required for all rental functions. The RENTER will call the Center two (2) business days prior to the rental date for the representative's contact information. If the Center is locked, the RENTER should call Tamera Jones (517-812-8692), or in case of emergency call David Herlein at 517-206-1218.
2. No decorations may be placed on or attached to the walls or ceiling of the Center. The wall pictures and piano are not to be moved. No appliances, machinery, booths, shelving, or other apparatus shall be taped, nailed, screwed, glued, or affixed in any way to the floors, walls, or ceiling in any area of the Center, inside or out, without the specific written permission of the Center staff.
3. The RENTER agrees to leave the Center, grounds, parking lots and associated equipment in the same condition as when they arrive. The facility must be left clean with all trash / garbage placed in the container behind the Center. Cleaning will include vacuuming, mopping of floors, wiping down tables, counters and appliances as needed, etc. All chairs and tables must be returned to their original locations.
4. Food and beverages are to be served on the "tile" area only. It is the RENTER's responsibility to inform caterers and servers of this requirement. Food and beverages are to be consumed in the dining room only. **No beverage containing red coloring is to be served.** Food and beverages spilled on the floor must be cleaned up immediately, and the Center representative is to be notified during check out.
5. The rental covers only the use of the lobby, dining room, kitchen, and rest rooms. It does not include the Center's flatware, serving utensils, dishes, paper ware, warming table, and all other kitchen utensils. The items not included are not to be used by the renter.
6. Smoking, and use or possession of alcoholic beverages or illegal substances is strictly prohibited.
7. Fire and safety regulations of Spring Arbor Township, County of Jackson, and the State of Michigan shall be observed. (Dining room capacity is 130 banquet style, and 280 lecture style)
8. The RENTER is responsible for all police and / or security protection as may be necessary, and is responsible for the cost associated therewith. RENTER is responsible for the security, safety, and personal property of all guests and property of the Center.
9. The Center reserves the right to ask the RENTER and guests to vacate the property if the Center representative determines significant damage to persons or property is imminent, or if the spirit of the Center's rental policy is in jeopardy. Under such circumstances the rental and security deposit fees will be forfeited.
10. The RENTER assumes responsibility for all damage to the facility and equipment beyond normal "wear and tear". The RENTER also is responsible for all costs associated with legal action and injury that may arise from their use of the Center. Repair of damage will first be taken from the damage deposit, and then additional charges may be levied against the renter.

11. Rental Fees:

- Base Fee for six (6) hours \$175.00. **All rentals must be done by 9 pm.**
- Each additional hour or portion thereof at a rate of 20.00 per hour.
- Damage deposit \$200.00
- **All fees due at time reservation is confirmed (payable to Spring Arbor Township)**
- Reservation cancelled 30 days or more before use date....full refund of all fees
- Reservation cancelled less than 30 days before use date50% refund of rental fee, 100% of damage deposit

**** It is expected that clean - up will be completed by end of reservation period. If guests have not vacated the building and/or you are not ready for check out you will be charged a rate of \$50.00 per ¼ hour until check out is satisfactorily complete.**

12. Renter and Center representative shall complete the Checklist of Facility Condition before and after use. This will be used to evaluate the damage deposit return. Any unused portion of damage deposit will be returned within 20 days after use.

Nov, 2016

Renter or Renter's Representative

Date

Witness