

BELROCKTON COMMUNITY ROOM RESERVATION

Located @ 108 Hanover Street, Belding, MI 48809

Complete this form in its entirety and return with rental payment & security deposit.

1. Date(s) Requesting: _____ Time: _____ to _____

2. Purpose of Rental: _____ 3. # of Attendees Expected: _____

4. Applicant Name / *Organization: _____

5. Address: _____

6. Phone #: _____ 7. Additional Phone #: _____

8. Email: _____ 9. Driver's License #: _____

**If the application is on behalf of a partnership, corporation or other association, you must provide the above information for all partners, officers, directors or members. The Articles of Incorporation may be required. Attach additional sheets as necessary.*

Notice for Weekend Events: You must pick up the key from City Hall (120 S. Pleasant St.) on the Thursday prior to your reservation no later than 5:00pm. City Hall is closed on Fridays.

| | | |
|--|---------------------------------------|-------------------------|
| CITY RESIDENT <input type="checkbox"/> | \$200 RENTAL + \$100 SECURITY DEPOSIT | \$300.00 DUE AT SIGNING |
| NON - CITY RESIDENT <input type="checkbox"/> | \$250 RENTAL + \$150 SECURITY DEPOSIT | \$400.00 DUE AT SIGNING |

Payments can be made in cash, check, money order, or by credit/debit card, a small card processing fee of 3% is charged by the card processing company.

- Security deposits will be reimbursed to the applicant after review of the space following your event.
- Checks are issued for reimbursement and mailed out, no later than 30 days after the rental date.
- **Cancellations:** All money paid except for \$25 will be refunded if the event is cancelled up to 2 weeks prior to the event. If less than 2 weeks' notice is given for the cancellation, NO refund will be issued.

10. INITIALS I have received, read and fully understand and agree to abide by the regulations, Belrockton ordinances and rules as referenced within this form as they pertain to my reservation.

11. INITIALS I understand that I am responsible for any damages to the building(s) and/or parking grounds as they pertain to my reservation while I am using it and I may be charged for repairs as a result of the damages incurred.

12. INITIALS I acknowledge that I have read, signed and understand the Indemnification & Hold Harmless Agreement section of this form.

13. Signature of Responsible Party: _____ Date: _____

Please bring a copy of your approved application with you to your event. We highly suggest taking a picture of it with your cell phone to make sure that you have it with you. If you have any issues, call Ionia County Central Dispatch @ 616-527-0400 and a Belding Officer will be dispatched.

FOR OFFICE USE ONLY: (Pre-Rental)

DATE OF REQUEST: _____ DATE PAYMENT & AGREEMENT RECEIVED: _____ FEE AMT PAID: _____ CASH | CHECK | DEBIT/CREDIT CARD
RECEIPT #: _____ KEY # GIVEN OUT: _____ COPY OF FORM GIVEN TO PARTY: _____ RECEIVED BY & ENTERED ON CALENDAR: _____

FOR OFFICE USE ONLY: (Post-Rental)

KEY RETURNED: _____ DAMAGED INCURRED: YES / NO ADDITIONAL FEE(S) FOR DAMAGES: YES / NO IF YES, PLEASE LIST A DESCRIPTION OF THE DAMAGES:

DATE SECURITY DEPOSIT RETURNED: _____ AMOUNT PAID \$ _____ CHECK # _____ INITIALS _____

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

This agreement is made with the understanding that the City of Belding, along with its officers, council members, board members, agents, and employees, shall be held free and harmless from any and all liabilities, claims, losses, expenses including but not limited to attorney fees, or demands for damages or lawsuits arising from injury, death, loss to any person or property.

The User(s), its agents, employees, members, volunteers, participants, guests, invitees or third parties, accepts full responsibility for any such incidents caused by their actions or negligence, or by anyone involved with their use of the Belrockton Community Room and premises.

The User(s), its agents, employees, members, volunteers, participants, guests, invitees or third parties further agrees to indemnify, defend, and hold harmless the City of Belding, its agents, and employees from any and all liabilities, charges, costs, or expenses that may result from such injuries, deaths, damages, claims, or losses occurring on or related to the use or occupancy of the premises, or from any activities connected to this agreement.

Signature of Responsible Party: _____ **Date:** _____

CONTACT INFORMATION:

City Hall: (616) 794-1900; 120 S. Pleasant Street, Belding, MI 48809
 Administrative Office Hours: Monday – Thursday 7 a.m. – 6 p.m., Closed Friday - Sunday

IN CASE OF AN EMERGENCY: DIAL 9-1-1

For NON-LIFE-THREATENING EMERGENCIES, DIAL THE CONTACTS BELOW:

| | |
|-------------------------------|------------------------|
| Belding Fire Department | 616-794-1900, ext. 212 |
| Belding Police Department | 616-794-1900, ext. 218 |
| Ionia County Central Dispatch | 616-527-0400 |



Belrockton Community Room Rental Information

Reservation is for use of community room, main floor bathrooms and kitchen ONLY.

(No entry is permitted to the other floors of the building unless the museum is open for public use during your event.)

- **Reservation Date:** Your reservation date includes time for setup, your event, and cleanup. All activities must take place on this date. If additional days are needed, extra reservation fees will apply.
- **Key:**
 - Key must be picked up from City Hall on Thursday prior to the event no later than 5:00pm.
 - Key for Belrockton must be returned to City Hall by 8:00am the following day, either in person, or the drop box located in front of City Hall at 120 S. Pleasant St, Belding, MI 48809.
 - If the key is lost or damaged, the cost of replacement will be deducted from the security deposit to replace.
- **Rules:**
 - No decorations are allowed on the windows, ceilings, or walls.
 - No tape, glue, putty, tacks, staples, nails, screws, or Command-type removable hooks / hangers are to be used on any windows, walls, or ceilings.
 - NO lighted (flames) candles are allowed.
 - Care should be taken so that the wood floors are not damaged.
 - Do not overload the electrical outlets or the breakers will trip, resulting in power failure or fire.
 - Furnishings and equipment may not be moved from room to room or removed from the building without prior authorization through City Hall offices at 616-794-1900, ext.100.
 - Cost of damage to the building (including tape remnants or paint damage), furnishings and equipment, beyond normal wear, must be paid by the User named on this Rental Agreement at such time as damage occurs and may be deducted from the deposit. Additional charges may be assessed if excessive damage or improper conditions occur to any areas during use of the building.
- **Alcohol, Drug, Tobacco Use:** Use of alcohol, drugs and/or tobacco of any kind, is **PROHIBITED** in all areas of the Belrockton Community Center, including the property outside, unless otherwise designated. This policy complies with the Michigan Public Act 198 of 1986 "Clean Indoor Act". Failure to adhere to this policy will result in additional fee(s) and/or no refund of the security deposit.
- **Clean-Up of the Facility:** All personal items must be removed **NO LATER THAN 1A.M.** The City will not be held liable for any items left behind after the term of this Agreement. The User agrees to clean up after their event and leave the Community Room in the condition in which it was found prior to the event.
 - Return all chairs and tables to the storage room. Please read the instructions on the wall for proper storage. Stack chairs so the backs face the door. Please return 3 long tables to their previous position.
 - Clean up any spills and sweep the floors, including in bathrooms and kitchen. No mopping is necessary.
 - Please do not leave behind any of your unused food items in refrigerators or freezers.
 - Garbage from all areas of use, including the bathroom and kitchen, needs to be disposed of in the dumpster.
 - Check and reset the thermostats to the original settings.
 - Be sure ovens are off, and coffee pots are unplugged.
 - Check that ALL lights are off, including the bathrooms.
 - ALL doors need to be checked and locked.
- **Fire Codes / Room Capacity:** The User(s) and person(s) signing the Rental Agreement form must comply with local fire safety regulations, state laws, and building regulations (Maximum capacity per floor is 100).
- **Snow / Ice Removal:** The City will make every attempt to remove snow from the parking lot, sidewalks, and building entrances and salt / sand icy areas. Blowing snow and snow accumulation may likely occur. City streets are given priority for snow and ice removal.