

CITY OF MASON, MICHIGAN

P.O. BOX 370

201 W. Ash St., 48854

CITY HALL

517-676-9155

POLICE DEPARTMENT

517-676-2458

Office Use:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit: \_\_\_\_\_

ADA Door: \_\_\_\_\_

**COMMUNITY ROOM  
RENTAL AGREEMENT**

This Agreement, made on \_\_\_\_\_, \_\_\_\_\_, between the CITY OF MASON, a  
[TODAY'S DATE]

Michigan Municipal Corporation, herein referred to as "CITY", and \_\_\_\_\_  
[RENTER'S NAME]  
PLEASE PRINT

whose address is \_\_\_\_\_,  
[RENTER'S ADDRESS]

Michigan, herein referred to as "RENTER".

**The parties agree as follows:**

CITY agrees to provide RENTER the Community Room at Mason City Hall on the following day:

\_\_\_\_\_,  
[DATE OF RENTAL]

For the following hours:

[Including set-up and clean-up]

\_\_\_\_\_ : \_\_\_\_\_ [a.m./p.m.]      \_\_\_\_\_ : \_\_\_\_\_ [a.m./p.m.]  
[BEGIN] [END]

Hours of Event:

[Needed to set the HVAC and automatic door]

\_\_\_\_\_ : \_\_\_\_\_ [a.m./p.m.]      \_\_\_\_\_ : \_\_\_\_\_ [a.m./p.m.]  
[BEGIN] [END]

- ☐ A RENTER who lives inside the City limits agrees to pay the sum of \$100.00 in rent.
- ☐ A RENTER who lives outside the City limits agrees to pay the sum of \$200.00 in rent.
- ☐ RENTER further agrees to pay a deposit of \$50.00 which will be refunded upon satisfaction of items 4, 5, and 7 of this rental agreement.

1. It shall be the RENTER'S responsibility to pick up the key for the Community Room during normal business hours (Monday - Friday, 8:00 a.m. to 5:00 p.m.) in advance of the scheduled meeting time. RENTER shall return the key by placing them in the City Clerk's drop box at the completion of rental. If keys are not left in the drop box, the expense of new keys will be deducted from the deposit.
2. RENTER agrees to make sure all doors are locked when activity is completed.
3. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental period.
4. RENTER agrees to clean the facility leaving it in the same condition as it was prior to rental period. RENTER will remove the plastic liners from the waste baskets (including both restrooms), secure them by tying the tops, remove them from the building and put them in the trash container located between City Hall and the Fire Department. The chair arrangement in the room must be returned to the formation on the attached diagram. Kitchen appliances must be clean and wiped down. Floors must be vacuumed, swept and mopped. The refrigerator and freezer must be clean and empty. The windows must be clean. City Hall is a LEAD Certified building: Please use green cleaning products. **The City provides a vacuum, broom, dustpan, mop, and trash can liners.**

5. RENTER agrees to reimburse CITY for any and all costs, which result from damage done to the facility during the rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property. RENTER agrees to reimburse City for any and all costs, which result from returning the facility to the same condition that it was prior to rental. This includes returning tables and chairs to their proper places.
6. RENTER agrees that **NO** alcoholic beverages may be served or consumed on premises or gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.
7. RENTER agrees that **NO** tape, staples, tacks, or any other fastening devices shall be secured to the walls or ceiling of the premises.
8. RENTER agrees that the foyer, stairway, elevator, and second floor are **off limits**.
9. RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; and further agrees at all times to maintain such premises in a safe and careful manner.
10. RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of the rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.
11. RENTER shall secure the reservation with full payment no later than fourteen (14) days prior to the reservation date. The CITY reserves the right to cancel RENTER'S reservations upon providing the RENTER a written notice mailed to RENTER by ordinary mail seven (7) days prior to the date to be canceled. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.
12. RENTER agrees to report any problems with the facility to City Hall personnel. If mechanical problems occur during rental period, and it is other than normal business hours, RENTER shall contact the Mason Police Department at 676-2458.
13. RENTER agrees that it shall not exceed any room capacity as posted in the facility. RENTER also agrees not to violate any other Federal, State, or local laws.
14. Violation of rental agreement may prevent future rental of facilities.

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IN WITNESS THEREOF the parties have executed this Agreement at Mason City Hall the date and year first above written.

**CITY OF MASON**

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City Representative

☐ I have read, and accept, the terms of the rental agreement.

**RENTER'S SIGNATURE:** \_\_\_\_\_

**RENTER'S ADDRESS/ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER (HOME/WORK/CELL):** \_\_\_\_\_

**E-MAIL :** \_\_\_\_\_