



Friends of New Troy Community Center Short Term Rental Agreement

13372 CALIFORNIA ROAD, NEW TROY, MI 49119 · 269-426-3909

RENTAL RATES

Meeting Room or Community Room

	Member	Non-Member	Non-Profit/Public Meeting
Security deposit	\$50	\$80	\$50
First hour (include setup time)	\$40	\$70	negotiated
Each additional hour (include cleanup time)	\$5	\$10	negotiated

Multi-Purpose Room (gym) or Gazebo

Security deposit	\$100	\$130	\$100
up to 8 hours (include setup & cleanup time)	\$125	\$175	negotiated

Kitchen add-on to Multi-Purpose Room

Security deposit	\$75	\$125	negotiated
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RENTER COMPLETE ALL ITEMS BELOW — PLEASE PRINT

Applicant name _____

Member? (check one) Yes _____. No _____. License # _____ State _____

Address: _____

Phone: _____ Email: _____

Room(s) requested: _____ Estimated attendance: _____

Date requested: _____ Type of activity: _____

Start time (include setup): _____ End time (include cleanup): _____ Total hours: _____

RENTERS PLEASE NOTE: Cash or check only. Use separate check for the security deposit.

I UNDERSTAND CASH DEPOSIT MUST BE PICKED UP WITHIN 30 DAYS OF RENTAL, OR WILL BE CONSIDERED A DONATION.

_____ (INITIAL)

I UNDERSTAND MY DEPOSIT WILL BE RETURNED ONLY IF I REMOVE MY TRASH, SWEEP, SPOT CLEAN SPILLS, WIPE TABLES, AND CAUSE NO DAMAGE. _____ (INITIAL)

SIGNED: _____ **DATE:** _____

OFFICE USE ONLY

DEPOSIT

Amount: \$ _____ Cash or check # _____

Code issued ☐ Contract signed ☐

Copy given to renter ☐

Staff initials: _____ Date: _____

RENTAL FEE (DUE 1 WEEK IN ADVANCE)

1st hour: \$ _____ Additional hours: \$ _____

Total: \$ _____ DUE BY: _____

Received: ☐ Cash or check # _____

Staff initials: _____ Date: _____

Deposit returned ☐ Date: _____ Staff initials: _____

Comments: _____



Friends of New Troy Community Center Rental Policies and Procedures

ROOM RENTAL AGREEMENT MUST BE COMPLETED IN ADVANCE AND ACCOMPANY SIGNED POLICIES AND PROCEDURES FORM BEFORE RESERVATIONS WILL BE SECURED.

APPLICANT IS RESPONSIBLE FOR ALL DAMAGES INCURRED TO THE FACILITY DURING THE RENTAL. PENDING NO DAMAGES TO THE ROOM OR FACILITY AND NO VIOLATION OF THE CONTRACT, THE DEPOSIT WILL BE REFUNDED WITHIN 14 BUSINESS DAYS AFTER THE RENTAL. REFUND WILL BE MAILED TO THE ADDRESS ON THE CONTRACT. IF DAMAGES EXCEED THE DEPOSIT AMOUNT, RENTER WILL BE BILLED AND HEREBY AGREES TO PAY BILLING IN FULL.

THE UNDERSIGNED HEREBY ASSUMES PERSONAL AND INDIVIDUAL LIABILITY FOR HIMSELF AND ON BEHALF OF APPLICANT FOR ANY DAMAGES TO THE FACILITY OR EQUIPMENT OCCURRING THROUGH OR DURING THE OCCUPANCY OR USE OF THE FACILITY BY THE APPLICANT. THE UNDERSIGNED WILL LEAVE THE FACILITY IN A CONDITION AS GOOD AS, OR BETTER THAN, ORIGINALLY FOUND. THE UNDERSIGNED PERSONALLY AND INDIVIDUALLY ON BEHALF OF THE APPLICANT ACCEPTS LIABILITY FOR ALL REPAIRS TO THE FACILITY AND/OR REPAIR OR REPLACEMENT OF ANY EQUIPMENT IN THE EVENT OF DAMAGE.

APPLICANT IS RESPONSIBLE FOR ENSURING GUESTS REMAIN IN THE RENTED AREA AND DO NOT ROAM THROUGHOUT THE REST OF THE FACILITY.

OCCUPANCY OF THE RENTAL AREA LATER THAN STATED ON THE CONTRACT WILL RESULT IN ADDITIONAL FEES. THESE FEES WILL BE DEDUCTED FROM THE DEPOSIT OR ASSESSED TO THE RENTER. ALL PERSONS MUST BE EXITED FROM THE ROOM BY THE CONTRACTED TIME. THIS INCLUDES GUESTS, CONTRACTED SERVICES AND RENTER.

SMOKING IS NOT PERMITTED ANYWHERE ON FRIENDS OF NEW TROY COMMUNITY CENTER GROUNDS OR WITHIN THE BUILDING.

FRIENDS OF NEW TROY WILL SUPPLY TABLES, CHAIRS, GARBAGE BAGS, ACCESS TO BROOMS AND MOPS FOR CLEANING THE FLOORS. RENTER IS RESPONSIBLE FOR PROVIDING ALL OTHER ITEMS NEEDED FOR A SUCCESSFUL RENTAL.

ALL TRASH IS TO BE REMOVED AND DEPOSITED IN THE TRASH CAN LOCATED OUTSIDE UNDER THE GYM OVERHANG, FLOORS ARE TO BE SWEEPED AND CLEANED, TABLES AND CHAIRS ARE TO BE WIPED CLEAN AND RETURNED TO THEIR DESIGNATED STORAGE AREA, KITCHEN APPLIANCES ARE CLEANED (IF APPLICABLE).

RENTERS ARE NOT ALLOWED TO TURN ON THE "OPEN" SIGN OR BEHAVE AS AGENTS OF THE FRIENDS OF NEW TROY COMMUNITY CENTER. THEY CAN REQUEST WITH 48 HOURS NOTICE AND APPROVAL TO HAVE THEIR EVENT POSTED ON THE FRONT SIGN.

GUESTS ARE EXPECTED TO ADHERE TO FRIENDS OF NEW TROY'S EXPECTATIONS OF ETIQUETTE AND TREAT VOLUNTEERS AND RENTERS OF PRIVATE ROOMS WITH KINDNESS AND RESPECT. THEY WILL BEHAVE QUIETLY AND RESPECTFULLY IN THE HALLWAY AND FOYER OF THE CENTER.

ALL ITEMS THAT HAVE BEEN BROUGHT IN BY THE RENTER, OR CONTRACTED SERVICES FOR THE FUNCTION, MUST BE REMOVED FROM THE FACILITY BY THE END OF THE RENTAL TIME. NEITHER FRIENDS OF NEW TROY, NOR THEIR VOLUNTEERS CAN BE HELD RESPONSIBLE FOR ANY ITEM LEFT AT THE FACILITY BY EITHER THE RENTER OR PERSONS/COMPANIES PROVIDING THE SERVICE AND/OR EQUIPMENT FOR THE RENTAL PARTY. ITEMS FOR FUNCTIONS CANNOT BE STORED OVERNIGHT.



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ALL WEDDING RENTALS AND/OR PARTIES THAT ARE SERVING ALCOHOL MUST PROVIDE PROOF OF LIABILITY INSURANCE WITH FRIENDS OF NEW TROY LISTED AS THE SECONDARY INSURED PARTY.

THE APPLICANT IS RESPONSIBLE FOR MAKING ARRANGEMENTS FOR BUILDING ENTRY WITH A FRIENDS OF NEW TROY REPRESENTATIVE. FAILURE TO MEET A FoNT REPRESENTATIVE WITHIN 10 MINUTES OF THE AGREED UPON TIME WILL RESULT IN TERMINATION OF THE RENTAL AGREEMENT. IF A KEY IS ISSUED, THE RENTER AGREES TO RETURN THE KEY TO A FRIENDS OF NEW TROY REPRESENTATIVE WHEN THE RENTAL HAS CONCLUDED OR PAY A \$185 REKEYING FEE.

PLEASE NOTE THAT THERE IS A CLOSED NETWORK SECURITY SYSTEM RECORDING ACTIVITY IN THE PUBLIC AREAS OF THE BUILDING. BEFORE LEAVING THE PROPERTY, PLEASE CHECK AND ENSURE THAT ALL THE ENTRY POINTS OF THE BUILDING ARE SECURE, WINDOWS ARE CLOSED AND THE LIGHTS ARE TURNED OFF.

IN THE EVENT THAT YOU AND/OR YOUR GUESTS ARE UNABLE TO ADHERE TO THE ABOVE STATED GUIDELINES, YOU WILL BE CHARGED ADDITIONAL RENTAL FEE AND/OR ASKED TO VACATE THE PREMISES BY THE FACILITY STAFF. BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR ENSURING THAT ALL GUESTS ADHERE TO THE ABOVE RULES AND WILL PROVIDE PAYMENT FOR THE USE OF THE FACILITY BY THE ASSIGNED DATE.

I/We _____ AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS FRIENDS OF NEW TROY, ITS ELECTED OR APPOINTED OFFICIALS, MEMBERS, AGENTS, EMPLOYEES, AND VOLUNTEERS (HEREBY COLLECTIVELY REFERRED TO AS "FoNT") FROM ANY CLAIMS, DEMANDS, SUITS, LOSSES, COSTS OR EXPENSES INCLUDING ATTORNEY FEES, OR ANY DAMAGES WHICH MAY BE ASSERTED CLAIMED OR RECOVERED AGAINST OR FROM FoNT BY REASON OF ANY DAMAGE LOSS OR THEFT OF PROPERTY, PERSONAL INJURY OR BODILY INJURY, INCLUDING DEATH, SUSTAINED BY ANY PERSON WHOMSOEVER AND WHICH DAMAGE, INJURY, OR DEATH ARISES OUT OF OR IS INCIDENT TO OR IN ANY WAY CONNECTED WITH THE PERFORMANCE OF THIS CONTRACT. BY ENTERING INTO THIS AGREEMENT, FoNT DOES NOT WAIVE ANY DEFENSES IT WOULD OTHERWISE HAVE.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINTED NAME: _____