



## Indoor Facility Rental Application

Wilson Gymnasium: _____	Fee: \$50.00	Account Number: 101-000-668.100
Community Center: _____	Fee: \$50.00	Account Number: 101-000-668.100
Cairns Center: _____	Fee: \$50.00	Account Number: 101-000-668.100
Security Deposit: _____	Fee: \$_____	Account Number: 101-000-668.100

### INDOOR BUILDING USE

**Wilson Gymnasium (Athletics):** Hours of Use: 8AM-8PM, Mon.-Sun.

Duration: 2 Hours; Amenities: Gymnasium, Basketball Court, Small Kitchen.

**Community Center (Meeting Space):** Hours of Use: 8AM-8PM, Mon.,-Fri. select weekends.

Duration: 2 Hours; Amenities: Tables, Chairs, Small Kitchen, Carpeted Areas.

**Cairns Center (Athletic and Meeting Space):** Hours of Use: 2PM-8PM, Sat., 12PM-6PM,

Sun., and select weekdays; Duration 2 Hours; Amenities: Room, Kitchen and Gym.

**Reservations can ONLY be paid in-person by cash or money order. Credit card payments can be accepted through a user's online account and in-person only (service fees apply.) Both the rental fee & security deposit must be paid at time of the reservation. Rental fee is non-refundable. Security deposits will be returned via the U.S. Mail providing there are no damages. Should there be any alterations to the structure or if the site clean-up is considered excessive, the renter will be charged for the clean-up and site repairs.**

Individual/Group/Organization Name: \_\_\_\_\_

Adult (21+) Activity Supervisor: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Rental Date(s) & Time (s): \_\_\_\_\_ Activity Title: \_\_\_\_\_

Detailed Description of Activity: \_\_\_\_\_

Equipment Being Utilized (if applicable): \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Food: Yes or No Beverage (Alcohol Prohibited): Yes or No

Can provide certificate of insurance per the attached requirements: Yes or No

**I have read and understand the following:** To the fullest extent permitted by law, the above named individual/group/organization agrees to defend, indemnify, and hold harmless the **City of Mount Clemens**, its elected and appointed officials and employees and all other individuals working on behalf of the City, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damages which may be asserted, claimed, or recovered against or from the **City of Mount Clemens**, its elected and appointed officials and employees and all other individuals working on behalf of the City of any personal injury, including bodily injury and death; and/or any property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the above indicated activity & use of the City of Mount Clemens facilities during the above indicated days, dates and time.

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

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVATIONS:** Availability of indoor facilities can be obtained by calling Mount Clemens Recreation at 586-468-6800 ext. 520, Monday-Friday from 8:00AM-3:00PM. Reservations are accepted in-person at the Community Center (300 N. Groesbeck) and payable by Cash or money order only. Credit Card payments are only accepted through the user's online account (service fees apply). Both the rental fee & security depository must be paid at time of reservation.

**AVAILABILITY:** Use of indoor facilities by Mount Clemens Parks and Recreation or the City of Mount Clemens takes precedence over requested use by individuals/groups/organizations. Indoor facilities are available on a first come, first-serve basis. City owned equipment is neither rentable nor provided. \_\_\_\_\_ initial.

**RENTAL FEES:** The rental fee is non-refundable, unless your event is canceled by the City of Mount Clemens. \_\_\_\_\_ initial.

**SECURITY DEPOSITS:** The security deposit is \$200. Security deposits will be returned via the U.S. Mail provided there are no damages. Should there be any alterations to the structure or if site clean-up is considered excessive, the applicant will be charged for clean-up and site repairs. \_\_\_\_\_ initial.

**BASIC RULES:** Use of the City of Mount Clemens indoor facilities is subject to all applicable codes, restrictions, and regulations of the City of Mount Clemens. Failure to adhere to the rules, regulations, and guidelines may result in the applicant being permanently banned from using the facility at the discretion of Mount Clemens Recreation.

- Adult supervision is mandatory. No lewd activities.
- Facility entrance fees cannot be charged.
- Sale of goods, onsite fundraising, or gambling is prohibited. Unless a temporary license is obtained from the City of Mount Clemens.
- Excessive loud music or noise is prohibited.

- Glass, liquor, and dogs are not allowed in the facility or on the grounds.
- Lawn parking is not allowed. Park in designated areas only.
- Off Road Vehicles (ORV) are not to be operated on the property.
- Bounce houses or petting farms are NOT permitted for the rentals.
- No food is allowed in the gymnasium.
- Rental Etiquette: Room rentals must respect the staff, other patrons, and the facility of the Recreation Authority.
- Noise level should be kept to an appropriate level as to not disrupt other gatherings or programs occurring in the facility. Minors must be fully supervised in and outside of the rented room by an adult. Food and beverage must be consumed in the rented room only and may not be consumed in the GYM. Food and beverages are permitted outside of the room for transportation purposes only. Contract holders are responsible for the guests of their party. \_\_\_\_\_ initial.

**ENTERTAINMENT POLICY:** Additional entertainment that requires liability insurance, such as bounce houses/inflatables, soft play, petting farms, pony ride, trains, dunk tanks, gaming trucks, concession items and ten/table/chairs are NOT permitted for rentals. Entertainers such as clowns, magicians, face painters or characters ARE permitted for rentals. A notice of entertainers is appreciated, but not required.

**FACILITY LOCATIONS:** Wilson Gymnasium (58 S. Wilson)  
Community Center (300 N. Groesbeck)  
Cairns Center (58 Orchard)

**FACILITY ACCESS:** It is the responsibility of the applicant to obtain an access code for the key lockbox from Mount Clemens Parks and Recreation one working day prior to the activity date (driver's license required). Applicant agrees to return the key to the key lock box at the facility directly following the activity. The applicant agrees that failure to return the key to the lockbox will result in legal pursuit and a permanent ban on facility use. \_\_\_\_\_ initial.

**LIABILITY INSURANCE:** Any formal organization/business (a partnership, corporation, LLC, for profit or non-profit, etc.) will be required to provide Proof Liability Insurance shall name the City of Mount Clemens as an additional insured with coverage of at least \$1,000,000 for each occurrence and shall include an endorsement stating the following: "The City of Mount Clemens, including all elected and appointed officials and employees and all individuals working on behalf of the City are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Mount Clemens."

Residents of Mount Clemens will not be required to provide proof of liability insurance. User agrees and understands that any insurance secured by and for the benefit of the City does not extend to or offer any protection to the User. The City strongly recommends that the User contact their own insurance professional, share this agreement, and secure appropriate insurance coverage to address their various exposures including the terms and conditions set forth in this agreement.

**SEVERABILITY OF AGREEMENT:** The City of Mount Clemens reserves the right to cancel or alter this rental agreement at any time. The applicant is responsible for knowing and adhering to all laws, ordinances, rules, and regulations. The City of Mount Clemens reserves the right to cancel, or alter approved use agreement in any way and without liability.

## **ROOM RENTAL POLICIES**

Room Security Deposit: A \$200 deposit is required for rentals.

Non-Refundable: Rental payment is non-refundable if the event is not canceled within 72 hours of the event date.

Rental Request Deadline: If a rental is requested less than five business days of the event date, the rental time must be within the pre-scheduled time for building staff hours of that day.

Rentals booked less than 48 hours from the reservation date will be assessed a \$25 surcharge.

**CANCELLATION POLICY:** Rentals must be canceled at least three business days (72 hours) in advance to receive a refund. Refunds will be less the hold deposit and any credit/debit service fees. Refunds may take 3-4 weeks to process and will be mailed to the contract holder directly. Cancellations of less than 3 business days (72 hours) will not be issued a refund. Reservation date may be rescheduled at no additional charge, pending availability. Rescheduling a date must be done at least three business days prior to the current reservation date.

**REMAINING BALANCE FOR RENTALS:** Deposits and fees must be paid at the time rental is scheduled. If the rental fee is not paid at the time of scheduling, a \$25 late fee will be assessed. All payments must be in cash, money order or credit/debit - no personal checks will be accepted.

## PERMITTED ITEMS/SERVICES FOR ROOM RENTALS:

- Balloons
- Chafing dishes
- Balloon arches
- Small Bluetooth speaker or radio
- Backdrops
- One extra 4 ft collapsible or card table
- Table covers
- Non-alcoholic beverages
- Chair covers
- Wall decorations - MUST use blue painters tape only!
- Centerpieces (no live flame)
- Concession equipment - MUST be personally owned
- Caterers

## ALCOHOL & CANNABIS POLICY:

Alcohol or Cannabis is NOT allowed at the Mount Clemens Recreational parks and facilities. \_\_\_\_\_initial.

**DAY OF EVENT:** Responsible party (contract holder) must be on site for the entire rental, the room and/or gymnasium will not be available until renter arrives.

**ADDITIONAL CONTRACT HOLDER:** One additional contract holder may be added to a reservation contract. A request form must be filled out and submitted to the Mount Clemens Parks and Recreation office staff prior to the additional persons being added. \_\_\_\_\_initial.