



Indoor Facility Rental Application

Wilson Gymnasium: _____	Fee: \$30.00	Account Number: 101-000-668.100
Community Center: _____	Fee: \$30.00	Account Number: 101-000-668.100
Cairns Center: _____	Fee: \$100.00	Account Number: 101-000-668.100
Security Deposit (dependent on activity) _____	Fee: \$ _____	Account Number: _____

INDOOR BUILDING USE

Wilson Gymnasium (Athletics)	Hours of Use: 8AM-8PM, Mon-Sun	Duration: 2.5 Hrs	Amenities: Gymnasium, Basketball Court, Small Kitchen
Community Ctr. (Mtg. Space)	Hours of Use: 8AM-3PM, Mon-Fri	Duration: 2 Hrs	Amenities: Tables, Chairs, Small Kitchen, Carpeted Areas
Cairns Center (Party Rentals)	Hours of Use: 2-8PM, Sat	Duration: 6 Hrs	Amenities: Party Room, Kitchen, Use of Gymnasium
Cairns Center (Party Rentals)	Hours of Use: 12-6PM, Sun	Duration: 6 Hrs	Amenities: Party Room, Kitchen, Use of Gymnasium

Reservations can only be paid in-person by cash. 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 reservation. Rental fee is non-refundable. Security deposits will be returned via 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 clean-up and site repairs.

Individual/Group/Organization Name: _____

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

Address: _____

Telephone Number (primary): _____ Telephone Number (Secondary): _____

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

We 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 times.

Signature: _____

Date: _____

Staff Approval: _____ Date: _____

RESERVATIONS: Availability of indoor facilities can be obtained by calling Mount Clemens Recreation at 586-468-6800 ext. 1027, Monday-Friday from 7:30AM-3:30PM. 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 deposit must be paid at time of reservation.

AVAILABILITY: Use of indoor facilities by Mount Clemens 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.

RENTAL FEES: The rental fee is non-refundable.

SECURITY DEPOSITS: Security deposits will be returned via U.S. Mail providing 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.

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.
- 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.

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 key from Mount Clemens Recreation one working day prior to the activity date (driver's license required). Applicant agrees to return the key to Mount Clemens Recreation the next business day following the activity. The applicant agrees that failure to return key on the specified date will result in legal pursuit and a permanent ban on facility use.

LIABILITY INSURANCE: Proof of 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."

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 altar approved use agreements in any way and without liability.