

CITY OF MARYSVILLE – COMMUNITY CENTER USAGE APPLICATION

867 E Huron Blvd., Marysville, MI 48040 810-455-1302

Please Print

Contact/Billing Person: _____ Birthdate: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Date of Reservation Requested: _____ Day of the week: _____

Activity/Event Type: _____

Requested Start Time: _____ Requested End Time: _____ (Please include time for setup/tear down)

Estimated Number in Attendance: _____

(Please note: we can provide tables/chairs for up to 100 guests, round tables we can accommodate up to 96 guest)

Room Fee (2 Hour Minimum Required): Please circle: \$75/hr. Residents \$150/hr. Non-Residents
***Residence is verified by your Driver's License/State ID

Rooms Requested: Please Circle: Large Bay Kitchen Bay Community Bay
Equipment Needed (Tables, Chairs, etc.): Please Circle: Round/Rectangle for guest tables (8 chairs typically at each)
****PLEASE NOTE: ALL TABLES MUST HAVE A TABLE COVER ON THEM! Please read through the guidelines/rules.

REFUNDS

Full Refunds can be authorized 45 days prior to cancellation of event date.

If event is cancelled inside of 45 days, a \$75 administrative fee will be applied.

Cancellations - All fees will be fully refunded should an event be cancelled by the City of Marysville.

Full amount of balance due prior to event date.

Cash, Check, and Credit/Debit Card accepted- Additional fee for use of Credit/Debit card.

I have read and acknowledge the attached guidelines.



Lessee's Signature: _____ **Date** _____

For Office Use Only

Reservation Taken By/Date: _____ Date of Reservation: _____

\$75 Deposit Check #: _____ Check: Returned or Shredded (Circle One)

Total Amount Due: _____ Payment Date: _____ (Circle One) Credit Card/Cash/Check:# _____
(Credit/Debit Card) Processing fee: _____

Office Notes:

Community Center Rental Guidelines

All persons wishing to reserve the use of the Marysville Community Center must sign a contract agreeing to the Policies and Regulations set by the City of Marysville. Please remember that your signature on the Building Rental Agreement Contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function. **The City of Marysville reserves the right to cancel the agreement at any time for any reason.**

1. All persons applying for use of the facility must be at least 21 years of age.
2. Rentals are for the rooms previously specified on the Community Center Usage Application sheet only. Attendees are not permitted in other rooms in the building, other than restrooms.
3. The number of person permitted in the building may not exceed 100 people.
4. No illegal substances are allowed on the premises. Smoking is not allowed within 10 feet of the building.
5. Fees will be charged from the time the renter arrives to the time he or she leaves. This includes any setup/tear down time that he or she requires.
6. At the time of signing the rental agreement, a \$75 check for cleaning/damages deposit is due. The check will be returned or shredded (at renter's request); if the building is left in the condition it was found. The remaining balance is due by the Friday before the event.
7. In the event of cancellation, less than 14 days prior to the event, the lessee will forfeit the \$75 deposit check. The check will be returned within 30 days (if requested). The department in case of emergency or other unforeseen event beyond the control of the renter may waive forfeiture.
8. If cleaning expenses or damages to any property owned by the City of Marysville exceed \$75, renter must pay the amount to correct this within 14 days of being notified. Legal action will be taken if renter fails to do so.
9. Decorations- No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, flooring, walls, furnishings, or surroundings. No confetti, glitter, or hay, etc. is allowed to be used.
10. All tables must be covered by tablecloths provided by the renter.
11. Kitchen Usage- The kitchen may only be used for storage and refrigeration. Use of the stove top, dishwasher, and garbage disposal is prohibited. Renter must bring his or her own supplies. Renter is not allowed to use supplies purchased by the City of Marysville.
12. Bounce houses and/or inflatables are not permitted on City of Marysville Property.
13. The City of Marysville honors the ADA and will work diligently to make the necessary accommodations for individuals who need them. Please contact the Recreation Department 48 hours in advance to make us aware of your situation and needs prior to your event.
14. Violation of the Terms- In the event that the City of Marysville determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of the premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.
15. Confirmation & Signature: By signing the Community Center Facility Use Policy, you are stating that you have read the Rental Guidelines as stated above and have been given a copy for your records. As the person, taking responsibility for the Community Center facility on the dates indicated on the Community Center Facility Use Policy, I agree to abide by the conditions put forth.