



City of Sylvan Lake

Community Center Rental Agreement RESIDENTS

Community Center Address
 2456 Pontiac Dr.
 Sylvan Lake, MI 48320

City Hall Address
 1820 Inverness
 Sylvan Lake, MI 48320
 (248) 682-1440

This application form must be filled out COMPLETELY and returned with the rental fee to reserve a date. The individual completing this application must be a Sylvan Lake Resident or Business Owner over the age of 18. The Security Deposit is due on the day keys are picked up for the event at City Hall.

Applicant Information					
Resident's Name:		Business Name:			
Address:		City:	St.	Zip:	
Home Ph:	Work Ph:	Cell Ph:			
Email :					
Event Information					
Date of Event:	Start Time:	End Time:			
Type of Event :	Number of people:	Are you requesting permission for a tent?			
Are you renting furniture?	Delivery Date & Time:	Pickup Date & Time:			
Rental furniture cannot be delivered before rental time and must be removed by 8:00 a.m. the following morning.					
If placing decorations outside, describe:					
Rental Fees (Due with application to reserve your date)					
<i>Please ✓ time & facility:</i>	<input type="checkbox"/> Mon-Thu (10am-4pm) <input type="checkbox"/> Mon-Thu (4pm-11pm)	<input type="checkbox"/> Mon-Thu(10am-11pm) <input type="checkbox"/> Fri-Sun Days 10am-4pm November 1st to March 1st	<input type="checkbox"/> Fri-Sun day/night <input type="checkbox"/> **Holiday(day/night) 10:00 am – 1:00 am	<input type="checkbox"/> Tent or Accessory	
<input type="checkbox"/> *Entire building- includes kit, bathrms, pav	\$150	\$200	\$375	\$50	
<input type="checkbox"/> Fee to access bldg. the night before event (if available access will be granted after 6pm)	<u>Early Access Only if available 24 hrs. before event</u> \$75	<u>Early Access Only if available 24 hrs. before event</u> \$75	<u>Early Access Only if available 24 hrs. before event</u> \$75	Prior Approval of Location Required	
<input type="checkbox"/> Small Room only (no kitchen)	\$25/hr. 2-hour minimum				
<input type="checkbox"/> Add Kitchen (w/ small room rental)	\$25				
*The pavilion is included with the rental of the entire building. NO pavilion only rentals. ** Holidays include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. NO rentals on New Year's Eve or evening of annual fireworks (date determined annually).					
Deposits (Due when picking up keys)					
	Sun pm-Thu pm	Fri-Sat-Sun daytime	Fri-Sat (day/night)	Holidays	
Entire Building	\$250	\$250	\$250	\$250	
Small Room only	\$250				
Kitchen	\$250				
<i>Deposit will be returned after inspection of premises.</i>					
Cancellations					
If reservation is cancelled within 30 days of the event, the entire rental fee will be forfeited.					
If reservation is cancelled 31-90 days from date of event 50% of the rental fee will be forfeited					
If reservation is cancelled 90 days or more prior to the event 20% of rental fee will be forfeited with a minimum of \$50.00 being kept.					

The undersigned agrees to the terms of this agreement and the Rules & Regulations governing the rental of the facility. The undersigned also agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Sylvan Lake and its employees shall not be responsible for any such injury or loss.

Signature of Applicant/Resident

Date

Signature of Applicant/Resident

Date

Office use only: Book:

Website:

Security Deposit Received:



City of Sylvan Lake Community Center Rental Policy

RESIDENTS

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2456 Pontiac Dr.
Sylvan Lake, MI 48320

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1820 Inverness
Sylvan Lake, MI 48320
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Rules and Regulations

The Sylvan Lake Community Center is available to rent year round. Rental is on a first request basis subject to the schedule of City business or activities. Only one event shall be reserved per day. Any exceptions are at the discretion of City Hall. No reservations will be taken more than thirteen (13) months prior to event.

1. Applicant must be:
 - a. a resident or business owner of Sylvan Lake (non-resident business owners can rent Mon-Fri only)
 - b. at least 18 years old
 - c. **If it is found a resident applied for the CC for a non-resident, the event would be canceled and the rental fee forfeited.**
 - d. in good standing with the city
 - e. responsible for adhering to all of these Rules and Regulations
2. If reserving for a large party, off-site parking and shuttles should be provided for guests. There are 77 parking spaces at the Community Center. No driving or parking on the grass shall be permitted at any time. There shall be no overflow parking on any city streets.
3. Early building access is only granted if the building is not rented 24 hours before your event. ***If early access is granted no entry is allowed before 6 p.m.***
4. Rental of the Community Center is limited to the building, pavilion and area adjoining the Community Center building toward Pontiac Drive. The area between the parking lot and the lake as well as the tennis, basketball, volleyball and bocce ball courts are governed by the city Park Ordinance and require adherence to the Beach & Sports Tag Regulations. **No guests are to be on the docks or in the water. The docks are privately owned and no guests may use docks to load or unload passengers from boat in the water. Failure to comply with these rules will result in loss of entire deposit.**
5. Tents are not allowed on the Community Center property without prior approval by the City Manager. Timing of the installation and removal of the tent must be pre-approved and shall not interfere with any other scheduled function.
6. In accordance with the fire laws, a maximum of 150 guests are permitted in the entire building. Number of occupants shall not exceed Fire Marshall Occupancy limits.
7. Sound shall be kept at a reasonable level at all times. No amplification (speakers) outside of the building is permitted.
8. Applicant shall be responsible for guests at scheduled event and will not serve or permit alcoholic beverages to be served to a minor or an intoxicated or disorderly person. Applicant is responsible for compliance with all state laws governing alcoholic beverages. If applicant is under 21 years old, no alcohol is permitted during rental.
9. No smoking is permitted inside of the facility. Smoking is permitted outside only. All cigarette butts must be deposited in provided containers.
10. Applicant shall have access to the building at the beginning of the rental period. If tables or other equipment are to be delivered to the site, please make arrangements for delivery after this time. **All delivered tables or equipment must be removed by 8:00 a.m. the following morning.** Renter is responsible for all rented equipment on the Community Center property until its removal.
11. The round tables and cloth chairs are new. They must be left out after the event for inspection. Only the white folding chairs may be taken outside the Community Center. They must be cleaned and returned (white chairs only) to the storage room at the end of your event.

12. No decorations either interior or exterior are to be affixed to the walls or ceiling by any means, including tape, nails, staples or tacks. Exterior decorations must be approved by the City Manager prior to the event. No decorations are to be affixed the light poles along Pontiac Drive. Any repairs needed to the paint or drywall shall be charged to the renter. There shall be no chocolate fountains on carpeted areas. Candles must be contained to prohibit wax from dripping. Red wine, confetti and straw is prohibited.
13. Event closing time for indoor events Sunday – Thurs is 11:00 pm; Friday and Saturday 1:00 a.m. and outdoor events 11:00 p.m.
14. Cleaning Responsibilities: Building grounds and parking lot must be left in the same condition as at the beginning of the rental. Tables and chairs must be wiped and floors must be swept or vacuumed if necessary. Kitchen and bathrooms must be checked and free of debris and loose paper before you leave. Refrigerator and cabinets must be emptied (including ice, food and other supplies brought in) and oven/stove must be turned off. Please run the garbage disposal. All trash must be taken to the dumpster and grounds and parking lot must be free of any debris including cigarette butts. Lights must be turned off and all doors and windows locked upon leaving. The thermostat must be lowered to 60 degrees in the winter or raised to 80 degrees in the summer. **The City of Sylvan Lake will not be held responsible for any items left behind.**
15. Keys for the Community Center must be picked up by Thursday 4:00 P.M. for any weekend rental. **Failure to pick up keys by 4:00 P.M. will result in a \$50 fine.** Keys for any Monday-Thursday rental may be picked up at City Hall between 8:30 a.m. – 4:00 p.m. on the day of the event. All keys must be left in the mail slot at City Hall. **At the conclusion of the event and you are required to call West Bloomfield dispatch at (248) 682-2104. Please inform dispatch that you are leaving the Community Center for the day/night.** The Police Department will be checking the building at the end of every event. Renters are not required to wait for an officer.
16. Deposits are returned in full only if all of the requirements stated in the application are fully complied with. Deposits will be forfeited for any violation of these regulations or any damages which occur during the event. The cost for repairs will be assessed on a time and material basis and will include a 10% administrative fee plus loss of rental time. These fees will be deducted or billed accordingly. Any damage exceeding the amount of the deposit shall be the responsibility of the applicant. **Deposit will be forfeited if keys are not returned immediately following the event.**
17. Any arrangements not specifically mentioned herein will be handled by the City Manager and/or City Council.
18. The City of Sylvan Lake shall not be liable for any accidents or injuries that may occur. No medical supply kit or telephone is on site.
19. **Any balloons caught in ceiling fans will forfeit full deposit.**

I have read and agree to comply with the Rules and Regulations governing the rental of the Community Center:

Signature of Applicant/Resident Date

Signature of Applicant/Resident Date