



City of Sylvan Lake
Community Center Rental Agreement

NON-RESIDENTS
(12 months)

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 over the age of 18.

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/outdoor accessory?
Are you renting furniture?	Rental furniture cannot be delivered before rental time and must be removed by 8:00 a.m. the following morning.	
Exterior decorations require prior approval. Describe exterior decorations, if planning to use:		

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 non-resident reservations will be taken more than twelve (12) months prior to event. **Applicant must coordinate all event plans including, but not limited to, deliveries and set-up, within your rental time. No early entry for setup.**

Initial each numbered line after reading.

- _____ 1. Applicant must be:
 - a. at least 18 years old
 - b. 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 that are also shared with boaters and park users. 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 for a full-day rental, and only 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 (not included with the rental). **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 and possible additional legal action.**
- _____5. Tents/Accessories are not allowed on the Community Center property without prior approval by the City. Timing of the installation and removal of the tent must be pre-approved and shall not interfere with any other scheduled function. ***If a tent/accessory has been approved, it must be secured with weights; no stakes allowed.***
- _____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 must be left out after the event for inspection. Only the white folding chairs may be taken outside the Community Center. The white chairs only, must be cleaned and returned 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 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. Wi-Fi and TV's-The large room requires you to bring your own HDMI cables to connect to the TV. The small room requires you to download Chromecast. The projector and sound equipment/speakers are for city use only and are not to be tampered with.
- _____14. Event closing time for indoor events Sunday – Thurs is 11:00 pm; Friday and Saturday 1:00 a.m. All outdoor activity must end by 11:00 p.m.
- _____15. 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.

- _____ 16. **The City of Sylvan Lake will not be held responsible for any items left behind.**
- _____ 17. 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 fee.** Keys for any Monday-Thursday rental (unless a holiday) 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.**
- _____ 18. Deposits are returned in full only if all of the requirements stated in the application are fully complied with. Deposits, or portion of thereof, 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.**
- _____ 19. Any arrangements not specifically mentioned herein will be handled by the City Manager and/or City Council.
- _____ 20. 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.
- _____ 21. **Any balloons caught in ceiling fans, tampering with projector or sound equipment 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

Rental Fees (Due with application to reserve your date) NON-RESIDENT

Applicants Name Printed:

No early entry for set-up unless approved and paid for (Deliveries and set-up, within your rental time)

<i>Please ✓ time & all items that apply in that column:</i>	<input type="checkbox"/> Mon-Thu (10-4pm) <input type="checkbox"/> Mon-Thu (4-11pm) (1/2 day)	<input type="checkbox"/> Mon-Thu(10am-11pm) Full Day	November 1st to March 1st <input type="checkbox"/> Fri-Sun Days 10am-4pm	<input type="checkbox"/> Fri-Sun day/night <input type="checkbox"/> **Holiday(day/night) 10:00 am – 1:00 am
*Entire building- includes pavilion	\$200	\$300	\$300	\$600
Early Access \$75 <u>Only if available 24 hrs. before event</u> (When you pick up keys see if available)	NO early access for ½ day rentals	<input type="checkbox"/> Fee to access bldg. the night before event (if available payment due/can't access before 6 pm)	<input type="checkbox"/> Fee to access bldg. the night before event (if available payment due/can't access before 6 pm)	<input type="checkbox"/> Fee to access bldg. the night before event (if available payment due/can't access before 6 pm)
Tent or Accessory Outdoors Prior Approval of Location Required	<input type="checkbox"/> \$100 per accessory Number of accessories_____	<input type="checkbox"/> \$100 per accessory Number of accessories_____	<input type="checkbox"/> \$100 per accessory Number of accessories_____	<input type="checkbox"/> \$100 per accessory Number of accessories_____
Small Room only (no kitchen)	<input type="checkbox"/> \$25/hr. 2-hour minimum			

Deposit of \$350 (Due when picking up keys – Cash or Check Only)

You will be contacted in approximately a week after rental date with the status of your security deposit refund.

**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).

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 Resident Applicant _____

Date _____

Office use only:

Book:	Website:	Security Deposit Received:	
Date Security Deposit:	Returned:	Shredded:	Forfeited Amt: