

**COMMUNITY ROOM
8450 SHANER AVE
ROCKFORD MI 49341
866-0724 fax 866-3903**

RENTAL AGREEMENT

- The Community Room is available for use from 8:00 a.m. to 11:00 p.m. Building must be completely cleaned and vacated by 11:30 p.m.
- Rental period is for one day only. No next day clean up.
- Table decorations only. Do not affix anything to walls, ceilings, moldings or doors.
- Only the community room, restrooms and kitchen may be used.
- Community room and kitchen property may not be removed.
- Renters must bring their own dishes, utensils, etc.
- Chairs and tables must be cleaned and returned to proper location.
- Kitchen, stove, oven and microwave must be cleaned if used.
- All lights must be turned off, all doors and windows locked.
- Trash must be removed from the premises.
- The thermostat is not to be adjusted.
- Key must be returned the next day at which time security deposit will be refunded if the Community Room condition is acceptable. Additional charges may be required if cleaning cost or damages exceed the deposit.
- Maximum seating capacity is 110.
- The renter accepts full responsibility for replacement and/or repairs for damages to the facility.
- The owner reserves the right to refuse or revoke permission to use the facility.
- Full refunds will be made if reservation is canceled at least 2 weeks prior to date of use. No refunds will be given for events scheduled for December.
- **OWNERS, ITS OFFICIALS, AND EMPLOYEES, WILL BE HELD HARMLESS AND NOT LIABLE IN THE EVENT OF ANY ACCIDENT OR INJURY TO ANY MEMBER OF ANY GROUP USING THE FACILITY.**

Date to be used: _____ Arrival time: _____ Departure time: _____

Purpose of rental _____

I agree to be responsible for the use of the Community Room. I agree to follow each of the rules outlined above, to be in attendance at all times. I also agree to accept all liability for damages to the building, grounds and equipment.

Print name

Signature

Address

Phone

Date rental/deposit paid

Amount paid

Date key/Deposit returned

Amount of deposit returned