

CITY OF MT. MORRIS
A.J. LAFURGEY COMMUNITY ROOM
RENTAL AGREEMENT

RENTAL INFORMATION:

Group Name: _____

Name & Address: _____

Home Phone: _____ Day Phone: _____

Rental Date: _____ Time: _____

ATTENTION: If rental date is on the weekend you will have the **WHOLE** day.

FOR OFFICAL USE ONLY:

Fee Paid: _____ Key Deposit: _____ Date: _____

Received By: _____ Date: _____

Key Number: _____ Date gave out: _____ Date returned: _____

NOTES: _____

RENTERS AGREEMENT:

I, the undersigned, understand and agree that by signing and dating this agreement I certify that I have read the "Rental Terms and Conditions" contained herein and I agree to be bound by them.

Signature: _____ Date: _____

RENTAL TERMS AND CONDITIONS:

- User fee is due at the time this agreement is submitted. Make check payable to the City of Mt. Morris. Dates cannot be reserved until payment is received.
- The Room shall be scheduled on a calendar year basis of January 1 to December 31.
- No user may possess, consume or distribute any alcohol or controlled substance. No user may smoke nor allow smoking within the room. No user may engage in or allow the conduct of any activity which is illegal under any local, state or federal law, rule or regulation.
- The renter must also understand that any damage or violation of this policy will result in the loss of the right to use the room in the future.
- Every renter is responsible for cleaning up his or her own mess. If you get there and the person before you did not clean the room please report it to someone at City Hall (810) 686-2160.
- The city of Mt. Morris does not supply cleaning supplies or trash bags. The renter **MUST** bring their own vacuum and **MUST** take the garbage with you when you leave. There is a mop and bucket in the furnace room for cleaning the floor.
- The City of Mt.Morris Rents the Community Room on a first come, first serve basis.
- If rental date is on the weekday you have thirty (30) minutes after rental time to clean up before the next rental user arrives. Please do not stay longer unless you have talked to City Hall staff.
- Please make sure that the room is left neat and clean. Thank you.

ABBREVIATED RULES OF USE: FULL POLICY IS AVAILABLE AT CITY HALL

1.) PURPOSE

The purpose of this policy is to set forth how the City allocates the use of the Community Room (the “Room”) both by user and frequency of use, enforces those policies and provides for administrative hearings for those who do not feel they were treated fairly or in accordance with this policy. The intent is to provide a low cost facility for the City’s many residents, taxpayers and organizations, ensure them the greatest access practicable, hold them responsible for the maintenance and cleanliness of the facility, and be a good neighbor to the surrounding area.

2.) RESPONSIBILITY

The City Manager (the “Manager”) is primarily responsible for the administration of this policy. When directed by this Policy or Ordinance, appeals from the Manager’s decisions may be heard by the City Council. The Manager shall be allowed to make changes to this policy as the need for change occurs. The renter indemnifies the City of Mt. Morris and its members or agents against all liability to persons or property on the premises known as The A.J. LaFurgey Community Room.

4.) INELIGIBLE USERS

All those parties who do not fit the classification of Eligible Users are not eligible to use the Room. This also means that the right to use the Room cannot flow from one party to another by means of an Eligible User requesting the use of the Room. The Eligible User must be the intended and primary user of the Room both at the time of application and the use of the Room.

7.) CONDITION AND TIMES FOR VACATING THE ROOM

a. All users are expected to use the Room in a manner which does not cause excessive wear and tear, damage the Room and its furnishings, and are suitable for the incoming user. Users are to notify the City if it finds the Room in a less than acceptable condition or of any damage which might have occurred during their use of the Room. The intent of this is not necessarily to hold users responsible for every repair or corrective action but rather to allow the City to react promptly to make repairs and to follow -up on users which might not have honored these rules.

b. The Room is to be left vacant of all users, cleaned, and locked by the following times depending upon the time slot which was requested as follows:

- i. Weekend and Night: Midnight
- ii. Day: One half hour after the time slot requested.

8.) FEE

There will be a \$100 per year fee for Non-Profit groups, and a \$125 per year fee for Profit groups. There will be a \$100 per day fee for residents of the City of Mt. Morris, and a \$175 fee for non-residents of the City of Mt. Morris. A \$25.00 key deposit is included in the rental fee, and will be refunded if community room key is returned the next business day after rental. The Manager shall reserve the right to waive this user fee for non-profit organizations, service groups and government agencies that apply to use the room.

The fee will be refunded if the user cancels the use of the room, provided that the cancellation occurs two weeks prior to the date of use.