

COMMUNITY CENTER

7550 West Willow, Lansing 48917
 Managed by Delta Township, (517) 323-8555
 Fax: (517) 327-1721



Application for Use

APPLICANT NAME			
ADDRESS		CITY	ZIP
HOME PHONE	WORK PHONE		FAX
DATE OF BIRTH	DRIVER'S LICENSE#	E-MAIL	

PERMIT PERIOD		
RENTAL DATE:	START TIME	END TIME

ANTICIPATED ATTENDANCE		TYPE OF ACTIVITY	
WILL ALCOHOL BE PRESENT?	WILL FOOD BE SERVED?	WILL YOU USE A CATERER?	IF YES, NAME OF CATERER
Yes No	Yes No	Yes No	

Please **initial** each of the following items to indicate you have read and agree to it.

Rental Fees – Due at the time of booking

Day <small>(The building is in use throughout the week so it is not available on other days.)</small>	Session <small>(Max occupancy times allowed including set-up and take-down.)</small>	Rental Fee for Delta Resident	Rental Fee for Non-Resident
Saturday	8 a.m.-1 a.m.	\$400	\$500
Saturday extension ² <small>(discounted Friday)</small>	2 p.m.-1 a.m.	\$125	\$175
Sunday	11 a.m.-12 a.m.	\$285 \$400 - Holiday¹	\$335 \$500 - Holiday¹
Friday	2 p.m.-1 a.m.	\$225 \$400 - Holiday¹	\$275 \$500 - Holiday¹

For Office Use	
Payments	
RENTAL FEE	PAYMENT
SECURITY DEPOSIT	PAYMENT
BOOKING STAFF INITIALS	
INSURANCE RECEIVED/DATE?	
ALCOHOL PERMIT RECEIVED?	

¹Holidays are any National holidays as well as dates that Delta Township offices are closed and Christmas Eve and New Year's Eve.

²When booking a Saturday, the Friday prior is offered at a discount if the date is available, unless it is a holiday. If so, holiday fee will be charged.

Payments

All rental fees are due at the time of booking. No checks will be accepted for any bookings made less than 30 calendar days prior to scheduled rental date.

Building Security Deposit

A \$250 security deposit is required and is due in full 30 calendar days prior to the scheduled rental date. An additional \$50 non-refundable late fee will be assessed if the security deposit is received less than 30 calendar days prior to the scheduled rental date. This late fee may not be paid by check. Your payment will be deposited and will be refunded to the name on the receipt and address listed on this application once it has been ascertained by the Parks and Recreation Department that the building was left in good condition and that all rules and regulations were followed. You will receive a check in the mail usually in about two weeks. If paid by credit card, the refund will be credited back to the same card, usually within a couple of business days.

Cancellations/Date Changes

The rental fee is only refundable if the cancellation is made prior to 60 calendar days before the scheduled rental date. The Applicant must make cancellation request in writing. Date changes and changes made to room or location made less than 60 calendar days before the scheduled rental date will be considered a cancellation. Your fee will not be transferred.

Key Pick-Up

The Applicant/stated designee is responsible for claiming the key on the last business day (between 8:00 a.m.-5:00 p.m.) prior to the event in case of Saturday, Sunday, or holiday rentals, or shortly before the event if it falls on a business day. Each group will be allowed one key.

Key Return

The key must be returned by the next business day following your event. You may leave it in the yellow drop box (north side of the Delta Township Administration Building) sealed in an envelope labeled "Parks" no later than 7:30 a.m. on the due date or bring it into the office in person by 5 p.m. A \$25 charge will be deducted from your security deposit for each day that the key is late. Inspection time must be set 30 calendar days before the scheduled rental date.

Insurance Coverage

A copy of the Applicant's current homeowner's or renter's insurance policy is required to be on file 30 calendar days prior to the scheduled rental date as proof of coverage. It must be valid on the date of your rental. The applicant's name and address must be the same as the name and address of the insured. For details on acceptable proof of insurance please call 323-8555. An additional \$50 non-refundable late fee will be assessed if a copy of the applicant's insurance policy is received less than 30 calendar days prior to the scheduled rental date. If a copy of the insurance policy is faxed to our office, it is the Applicant's responsibility to make sure the fax has been received at least 30 calendar days prior to the scheduled rental date. This late fee may not be paid by check.

Contact

Any and all phone contact and correspondence will be directed only to the individual whose signature is on the contract.

RULES/REGULATIONS

It will be necessary for all groups to control their meetings and abide by the following rules. A representative of the Parks and Recreation Department will have access to the building at all times. **A minimum charge of one hundred and no/100 (\$100) will automatically be deducted from the security deposit if any of the rules and regulations are not followed as determined by the Township in its sole discretion.**

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| <ol style="list-style-type: none"> 1. Misrepresentation of building use will result in the forfeiture of all rental fees and security deposit. 2. The key must be picked up during the designated time. 3. No fees, donations, or charges may be accepted in connection with the usage of this facility without prior approval from the Township. 4. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the Applicant) who will be responsible for supervising the activity and seeing that all the rules are upheld. 5. You may only occupy the building during the times listed on your application. If your group is found to be in the building at other times, additional charges will be incurred. Additionally, under no circumstances may the building be occupied prior to 8 a.m. or later than 1 a.m. for Friday and Saturday rentals or 12 a.m. any other day. 6. All groups are responsible for damages and losses to the premises or equipment during the permit period. | <ol style="list-style-type: none"> 7. The Township assumes no responsibility for damages or losses to Applicant's equipment. 8. All equipment moved shall be placed back in its original position. 9. The kitchen and all equipment shall be left in a clean, orderly fashion, including washing out sinks. All trash shall be picked up from the floors and tables wiped clean and returned to the storage area they were removed from. No food may be left in the refrigerator. All floors shall be cleaned, including vacuuming or mopping when needed. 10. No glitter or confetti is allowed. 11. Set-up of equipment, tables, chairs, etc. will be done by the Applicant. 12. If a caterer is used, they are responsible for any necessary permits and licenses. 13. Only masking or duct tape may be used to secure anything to a wall or building fixture. No double-sided tape may be used. All tape must be removed during clean up. 14. No caustic materials shall be put in sinks. | <ol style="list-style-type: none"> 15. All garbage must be disposed of in plastic bags and placed in the dumpster on the NE corner of the parking lot. Bags must be tied. 16. All lights shall be turned off and all exterior doors locked when leaving the building. 17. A separate permit for alcoholic beverages is required (available at the parks and recreation office). 18. Smoking in any part of the building is prohibited. 19. Vehicles are to remain on the pavement at all times, with the exception of overflow parking on the north side of the parking lot. 20. All Township ordinances must be adhered to. 21. Elevator may be used for passengers ONLY. 22. The Township assumes no responsibility or liability for damages or losses caused by equipment or utility malfunctions. |
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RELEASE/WAIVER

I (We) hereby make this application for the use of the Delta Township Community Center on the date and hours stated. I (We) also certify that the information on the application is true and I (We) have read and agree to abide by the rental policy pertaining to the use of the Community Center as adopted by the Charter Township of Delta. I (We) also agree to the fee charged, and shall be personally responsible to see that the use of the facility is in accordance to the rental policy.

I (We) further agree to release, indemnify, defend and hold harmless the Charter Township of Delta, its officers, trustees, agents and employees from and against all loss or claims incurred (including costs and attorney fees) by reason of liability imposed upon the Charter Township of Delta, its officers, trustees, agents, and employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of uses thereof arising out of use of the Community Center and/or in consequence of the performance of this application, whether such injuries to persons or damage to property is due or claimed to be due to negligence of the Charter Township of Delta, its officers, trustees, agents and employees.

Limitation of Liability and Damages: In no event shall the Township, its employees, agents and volunteers, be liable for any damages, whether direct, indirect, consequential or incidental, arising out of the renter's use or inability to use the rented premises under this agreement. The Township's sole liability under this agreement is limited to refund of the rental fee. All warranties, express or implied are hereby disclaimed. I have read and understand the rental terms and conditions.

Your Signature Indicates You Have Read and Agree to the Release/Waiver and Rules/Regulations

Signature of Applicant: _____ Date: _____ Time: _____