

**Renter Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Day of The Week	Date	Room	Event Starts	Event Ends

**Designated rental use of the Community Center:** \_\_\_\_\_

**RENTAL AGREEMENT and RENTAL RULES**  
**HOWARD MILLER LIBRARY AND COMMUNITY CENTER**  
 14 S. Church Street Zeeland MI 49464 (616-772-0879)  
 Make Checks out to *City of Zeeland*

This Rental Agreement is entered into between the City of Zeeland ("City") and the Renter as indicated below. This agreement is subject to the following terms and conditions:

**General Rules:**

1. All weekday activities, including clean up, must be completed by 10:00 PM. Saturday events must be completed by midnight.
2. Tacks/nails or tape are not to be used on the furniture, walls or woodwork.
3. All tables are to be protected from hot dishes.
4. No glitter or glitter glue is allowed.
5. All furniture is to be protected from any craft materials such as tape or glue that might mar the tables, etc.
6. No candles are permitted due to fire regulations and No Smoking is allowed in the building.
7. Garbage is to be sealed in plastic bags (provided in kitchen areas) and placed in the dumpster west of the building.
8. Doorways and exits must be accessible at all times - No equipment or decorations shall obstruct doorways.
9. Table and chair set-up and teardown will be done by the City.
10. A floor plan of the desired set-up should be turned in to the Community Center Coordinator **no later than noon on Thursday on the week prior to rental date**. Failure to submit a set-up plan may result in the cancellation of the reservation.
11. Specialized equipment (such as food warmer, small freezer, etc.) must be requested and noted on the floor plan instructions.

12. **NO ALCOHOLIC BEVERAGES OR OTHER CONTROLLED SUBSTANCES ARE ALLOWED IN THE BUILDING OR ON THE PROPERTY.** "City Ordinance 28-284 prohibits the sale or distribution of alcohol on City property. Renters and guests will be held accountable for any violation of this ordinance. A violation of this ordinance is a misdemeanor punishable by 90 days and/or \$500.00 fine.
13. Noise and music must not interfere with other users of the building. Renter agrees to reduce the volume of noise and music upon request.
14. No activity shall take place that causes any strong or offensive odors on the premises.
15. No pets or animals shall be allowed on the premises without written permission from the City.
16. A responsible adult, **age 21 or older**, must sign a Rental Agreement before anyone will be permitted to use Community Center Rooms. That adult will be liable for guaranteeing compliance with all rules and shall be liable for any damage to the premises. Youth activities must have a responsible adult, **21 years of age or older**, in attendance. Individuals may be prosecuted for a violation of any City Ordinance or State law.
17. The person signing this Rental Agreement and rules stated herein is responsible for the rented room and contents of said room during the hours of the scheduled event. The signer of the rental agreement is responsible to see that the designated staff-member is called to come and lock up the building at the end of the event. **Do Not Leave The Building Unattended Or Unlocked At Any Time.**
18. Individuals or groups are financially responsible for any repair and/or replacement should any injury, damage or loss occur. Any injury, damage, or losses shall be reported immediately to the Community Center Coordinator or other person designated by the City.
19. A \$75.00 Room Cleaning Deposit will be assessed on all weekend social events. The deposit will be refunded to the renter unless the room hallway bathrooms need cleaning beyond normal sweeping and tidying.
20. A cleaning fee of \$50.00 per hour will be charged if the facility is not left in proper condition. If clean up by the City is required, a minimum charge of \$50 will be assessed.

**Kitchen Usage, Food Preparation and Service Rules:**

1. All groups desiring to use the kitchen must receive permission from the Community Center Coordinator.
2. All persons and organizations that use the kitchen are responsible for cleaning up properly.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

*The City reserves the right to make and enforce additional rules during the course of an event for the well being of the public or for other private groups.*

**Emergency - Police or Fire Departments**

1. Choose "Pooled Lines" button on the phone
2. Dial 911

**Building Lock Up** - Do not leave the building unlocked at anytime. Please choose "pooled lines" button on the phone and then dial 9 (616) 218-2696 or other number posted in the room. Someone will be in shortly to up lock the building.

6/29/12