

City of Rockford Community Cabin Rental Agreement

220 N. Monroe, Rockford MI 49341

For building emergencies, call Rockford City Police at 866-9557

Individual/Group Name	
Address, City, ZIP	
Telephone	
Rental Date	
Facility will be used for:	

1. Attendance will not exceed 100 people. No animals permitted.
2. **You must pay a damage deposit for two hundred dollars (\$200) before you receive a key for the rental date.** Should the key be lost, the \$200 deposit will be forfeit. We retain the damage deposit to cover in whole or part, any damages or other expenses incurred because of the use of the cabin by the applicant or applicant party.
3. You may only decorate on table tops. **YOU CANNOT APPLY TAPE, NAILS, HOOKS, ETC... ON ANY WALLS, CEILING, and/or OTHER AREAS** in the cabin. Any such items found by our cleaning staff after our rental to this effect shall be grounds for losing your deposit.
4. The sponsoring person/organization **MUST** be present during the event and shall provide appropriate supervision.
5. Applicant shall abide by all Michigan Liquor Laws.
6. Applicant agrees to, and will save and hold, the City of Rockford harmless and will indemnify the City from and against any and all losses, damages, costs and expenses whatsoever, including but not limited to, actual attorney fees, incurred by the City as a result of the applicant's use of the cabin as herein requested, excepting any losses which are caused by the sole negligence of the City.
7. We forbid the use of the cabin for any profit making function.
8. State Law mandates that the cabin is designated as **NO SMOKING** as it is a public facility.
9. Our cabin has a **"WARMING KITCHEN" only. A warming kitchen can only produce heat or steam. You are unable to produce any food products in the kitchen that produce smoke or grease.**
10. Because the cabin is located in a residential neighborhood, you must keep the noise level within an acceptable level. If our Police respond to a complaint regarding noise or other disturbance at the cabin, you will forfeit your deposit.

RENTER MUST: Return key to City Hall within forty-eight (48) hours of rental date. You may not access the building the day preceding or following your event. Refunding of damage deposit will **ONLY** occur if we find that the building and grounds are in the same condition as found on arrival. Damage found at the cabin in excess of the deposit amount will be the applicant's responsibility to pay.

Cancellation must be done more than two weeks (14 days) before rental date for return of rental fee.

The applicant has read and agrees to abide by the rules and conditions set forth here for the use of the community cabin. Please see additional regulations as set forth on our supplemental information guide.

SIGNATURE: _____ **DATE:** _____

Rent (including audio/visual): \$400.00			
Key # _____	Key Picked Up:	/	/
	Key Returned:	/	/
		Deposit –	
		Return	or Shred

City of Rockford Community Cabin
Supplement Information Guide
Rules and Conditions for Use of Community Cabin

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Hours of Operation: Sunday through Thursday, 8:00am to 11:00pm
Friday and Saturday, 8:00am to 12 Midnight

Upon Arrival: Please make sure to run through the checklist to insure that the general condition of the building meets the standards listed. If there is a building emergency please contact City Hall at 866-1537, Monday-Friday 8:00am-5:00pm or City Police after hours at 866-9557.

Noise: **You must keep the noise to a level that will not disturb surrounding residents.**

Decorating: You may only decorate on tabletops. NO LOOSE GLITTER OR CONFETTI may be used. YOU CANNOT APPLY TAPE, NAILS, HOOKS, ETC... ON ANY WALLS, CEILING, and/or OTHER AREAS in the cabin. Any such items found by our cleaning staff after your rental to this effect shall be grounds for losing your deposit.

Clean Up: All cleaning MUST be done at the conclusion of the use of the Cabin. Please bring your own cleaning supplies. **NO DEFERRING OF CLEANING UNTIL THE NEXT DAY!**

- Floors be swept and vacuumed if soiled. Every effort should be made to clean spills and stains from the carpet. NO RED PUNCH OR SODA.
- Tables must be washed and free of any soil, tape, decorations, etc... and stored.
- Chairs must be wiped down, stacked and stored.
- Cook top, ovens, refrigerator and freezer must be wiped clean and EMPTIED.
- No food should be left in the cabin past your rental date.
- Trash containers must be emptied into the outdoor trash dumpster. Please bring your own trash bags.

GETTING BACK YOUR DAMAGE DEPOSIT

The City will return your damage deposit when you have returned the key and when our inspection finds that you have left the cabin in the same or improved condition as found on arrival. All litter, foodstuffs and disarray shall be cleaned out (i.e. decorating) before departure. When you are ready to vacate the building, you will clean all areas used, turn faucets off, turn off lights and appliances and lock doors. Any expense to the City to rectify breakage, replace missing items, extraordinary cleaning, or other City action necessary to correct unsatisfactory conditions resulting from the rental activities shall be paid by the renter and shall be deducted, to the extent it is adequate, from the damage deposit. We prohibit loud music (no amplified music) and gambling. You may not smoke in the building. **Any violation of these conditions will result in forfeiture of the damage deposit and expulsion from the premises.**