



Great City of St. Clair Community Center Rental Form

Name: _____ Seating Capacity: Approximately 100 People

Address: _____ Fees: Resident per night: \$250.00

Resident per hour: \$75.00

Telephone: _____ Non-resident per night: \$400.00

Non-resident per hour: \$100.00

RENTAL DATE: _____

Deposit \$250.00 Cash ___ **Check #** _____

TERMS AND CONDITIONS

FEE: Rental fees for the Community Center are required to rent the Community Center. There is also a required \$250.00 damage deposit required for all. The rental fee and damage deposit is due not later than 30 days prior to use. All fees listed are non-negotiable. The rental fee is not refundable, unless the reservation is cancelled 14 days prior to the use date.

DAMAGE: There will be an inspection the day following your rental. If the facility is free of damage and all rules were followed, the full deposit amount will be returned to you. If there are damages to the Community Center, the furnishings, or the equipment therein (including, but not limited to the walls, bathrooms, ceilings, kitchen, floors, tables, chairs, etc.) following your event, the amount of necessary repairs and/or replacement of damaged/stolen materials will be deducted from your deposit. If the cost of damage repairs exceeds the amount of the deposit, the rental party will be held liable. If for any reason the Police Department is called for a disturbance, they may, at their discretion, close the Community Center and no rental fees or deposits will be returned. Any person or organization who fails to comply with the terms and conditions of this agreement will no longer be allowed to rent the Community Center.

RULES: Decorations may be hung on walls, doors, and ceilings, **ONLY** if scotch tape or poster putty is used. Use of staples and/or thumbtacks will result in a deduction from the deposit. **No confetti or glitter of any kind may be used in the Community Center.** The white refrigerator and sink may be used, but the stove, dishes, and utensils are not available they belong to the Senior Citizen Organization. **Curfew is 1:00 a.m.** and all decorations and possessions must be removed from the center by that time.

CLEANING: The renter is responsible for disposing of all paper products, decorations, beverage containers, and food properly in the containers provided.

HOLD HARMLESS AGREEMENT: The undersigned agrees to fully exonerate, indemnify, and save harmless, the City, from and against all claims or actions based upon or arising out of damage or injury (up to and including death) to persons or property caused by or sustained in connection with the performance of this agreement, or by the conditions created herein.

I, _____, understand and fully agree to the terms and conditions of this agreement.

Key #: ____ will be picked up on _____ and returned on _____.
(Date) (Date)

Approved by: _____ Date: _____
(City Official)