



City of Sylvan Lake

NON-RESIDENTS

Community Center Rental Agreement

Reserved no more than 6 months prior to the event.

Community Center Address
2456 Pontiac Dr.
Sylvan Lake, MI 48320

City Hall Address
1820 Inverness
Sylvan Lake, MI 48320
(248) 682-1440

This application form must be filled out COMPLETELY and returned with the rental fee to reserve a date. The individual completing this application must be over the age of 18.

Applicant Information		
Resident's Name:		Business Name:
Address:		City: St. Zip:
Home Ph:	Work Ph:	Cell Ph:
Email:		
Event Information		
Date of Event:	Start Time (no earlier than 10 a.m.)	End Time (no later than 11:00 p.m.):
Type of Event:	Number of attendees (Maximum 150):	Are you requesting permission for a tent? (1 - 10' x 10' maximum)
Are you renting furniture?	Rental furniture can only be delivered after rental time and must be removed by 8:00 a.m. the following morning. No exceptions. Violation will result in the loss of the entire deposit.	
Exterior decorations require prior approval. Describe exterior decorations if planning to use them:		

Rules and Regulations

The Sylvan Lake Community Center is available to rent year-round. Rental is on a first-request basis, subject to the schedule of City business or activities. **Only one event will be reserved per day.** Any exceptions are at the discretion of the City Manager. No non-resident reservations will be accepted more than six (6) months prior to the event. **Applicant must coordinate all event plans, including, but not limited to, deliveries and set-up, within your rental time. No early entry for setup, except as provided in No. 3 below, at the City Manager's discretion.**

Initial each numbered line after reading. Violating any of the following rules and regulations will result in forfeiting the entire security deposit.

- ___ 1. The applicant must be:
 - a. at least 18 years old
 - b. responsible for adhering to all of the following Rules and Regulations

- ___ 2. There are 77 parking spaces at the Community Center that are also shared with boaters and park users. **No driving or parking on the grass is permitted at any time, and there shall be no overflow parking on any city streets.** Off-site parking and shuttles should be provided if you expect a significant number of vehicles.

- ___ 3. Early building access may be granted for a full-day rental (only), and only if the building is not rented 24 hours before your event. You must wait until the day before your event to see if early access is available. ***If early access is granted, no entry is allowed before 6 p.m. the night before the rental.***
- ___ 4. Rental of the Community Center is limited to the building and pavilion. The area adjoining the Community Center building toward Pontiac Drive may be used but is shared with other park users. The park area between the parking lot and the lake, as well as the tennis, basketball, volleyball, and bocce ball courts, are governed by the city Park Ordinance and require adherence to the Beach & Sports Tag Regulations (not included with the rental). **No guests are allowed on the docks or in the water. The docks are privately owned, and guests cannot use docks to load or unload passengers from a boat in the water. Failure to comply with these rules will result in forfeiture of the entire deposit and possible legal action.**
- ___ 5. Tents are not allowed on the Community Center property without prior approval by the City. If approved, the applicant will be limited to one 10'X10' tent. Tents may only be installed during the paid rental period and removed immediately at the end of the event. ***If a tent has been approved, it must be secured with weights; no stakes allowed.***
- ___ 6. Maximum occupancy is 150 people for an event, as determined by the Fire Marshal in accordance with the Fire Code.
- ___ 7. Excessive noise is prohibited. Amplified music, speaking, and sound must be kept at a reasonable level for the courtesy of neighbors and other park users. Sound shall not extend beyond the boundaries of the Community Center property in a manner that disturbs the rights, comforts, or convenience of other persons in the determination of City staff or personnel.
- ___ 8. Applicant shall be responsible for guests at their scheduled event and will not serve or permit alcoholic beverages to be served to a minor or an intoxicated or disorderly person. The applicant is responsible for compliance with all state laws governing alcoholic beverages. If the applicant is under 21 years old, no alcohol is permitted during the rental.
- ___ 9. No smoking is permitted inside the facility. Smoking is permitted outside only. All cigarette butts must be deposited in provided containers.
- ___ 10. Applicant shall have access to the building at the beginning of the rental period, not before, except as expressly provided by the City Manager in number 3 above. The applicant is responsible for all rented equipment on the Community Center property until its removal.
- ___ 11. The round tables and cloth chairs used during the rental must be left out after the event for inspection.
- ___ 12. Except for the white folding chairs, no tables, chairs, or other furniture is to be taken outside. Only the white folding chairs may be taken outside the Community Center and must be cleaned and returned to the storage room at the end of your event.
- ___ 13. No decorations, either interior or exterior, are to be affixed to the walls or ceiling by any means, including tape, nails, staples, or tacks. The City must approve exterior decorations prior to the event. No decorations are to be affixed to the light poles along Pontiac Drive. Any repairs needed to the paint, drywall, etc., shall be charged to the renter in addition to the loss of the security deposit. There shall be no chocolate fountains on carpeted areas. Candles must be contained to prohibit wax from dripping. Red wine, confetti, and straw are prohibited.
- ___ 14. Wi-Fi and TVs - The large room requires you to bring your own HDMI cables to connect to the TV. The small room requires you to download Chromecast to project a laptop or phone to the TV. Do NOT use cables to connect any devices to the TV in the small room. The projector and sound equipment/speakers are for city use only and are not to be tampered with.
- ___ 15. Event closing time is 11:00 pm. Applicants may remain onsite to clean the building and remove personal items until midnight. Noise must be kept to a minimum so as not to disturb neighbors.

- ___ 16. Cleaning Responsibilities: The building, grounds, and parking lot must be left in the same condition as at the beginning of the rental. Tables and chairs must be wiped, and floors must be swept or vacuumed if necessary. The kitchen and bathrooms must be checked and free of debris and loose paper before you leave. The refrigerator and cabinets must be emptied (including ice, food, and other supplies brought in) and the oven/stove must be clean and turned off. Please run the garbage disposal. All trash must be placed *in* the dumpster, and grounds and parking lot must be free of any debris, including cigarette butts. The lights must be turned off and all doors and windows locked upon leaving. The thermostat must be lowered to 60 degrees in the winter or raised to 80 degrees in the summer.

- ___ 17. **The City of Sylvan Lake will not be held responsible for any items left in the building.**

- ___ 18. Keys for the Community Center must be picked up at City Hall by Thursday 4:00 P.M. for any weekend rental. ***Failure to pick up keys by 4:00 P.M. will result in a \$50 fee.*** Keys for any Monday-Wednesday rental (unless a holiday) may be picked up at City Hall between 8:30 a.m. – 4:00 p.m. on the day of the event. All keys must be left in the mail slot next to the front door at City Hall at the conclusion of the event. **At the conclusion of the event you are required to call West Bloomfield dispatch at (248) 682-2104. Please inform dispatch that you are leaving the Community Center for the day/night.**

- ___ 19. Deposits are returned in full only if all the requirements stated in the application are fully complied with. The deposit will be forfeited for any violation of these rules and regulations or any damages which occur during the event. Any damages to the building or grounds will be charged to the Applicant. The cost for any repairs will be assessed on a time and material basis and will include a 10% administrative fee plus loss of rental time. These fees will be deducted or billed accordingly. Any damage exceeding the amount of the deposit shall be the responsibility of the applicant.

- ___ 20. Any arrangements not specifically mentioned herein will be handled by the City Manager and/or City Council, and the City reserves the right to act in the best interests of the City on items not covered by these rules and regulations.

- ___ 21. The City of Sylvan Lake shall not be liable for any accidents or injuries that may occur. No medical supply kit or telephone is on site.

- ___ 22. Interior or exterior security cameras shall not be covered or otherwise tampered with.

- ___ 23. The City reserves the right to inspect and control all events, private parties, meetings, and receptions held at the center.

- ___ 24. **Violating any of the above rules will result in forfeiting the entire security deposit.** In addition, the City reserves the right to order an event, party, meeting, or reception to cease and all individuals and guests to vacate the premises in the event of a failure or refusal to comply with these rules and regulations upon request or demand by City staff or personnel.

I have received, read, understand, and agree to comply with the rules and regulations for the use of the Community Center. I hereby fully release and discharge the City of Sylvan Lake, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss, which may arise, or which may be alleged to have arisen out of, or in connection with the use of the City of Sylvan Lake Community Center. I further agree to indemnify and hold harmless and defend the City of Sylvan Lake, its officers, agents, and employees from any and all claims resulting from injuries, including death, damage, or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with the above event in the City of Sylvan Lake Community Center.

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

Rental Fees (Due with application to reserve your date) NON-RESIDENT

NO RENTALS ON THURSDAYS (Community Events)

No early entry for set-up unless approved and paid for (Deliveries and set-up within your rental time)

Please <input type="checkbox"/> time & all items that apply in that column:	<input type="checkbox"/> Mon-Wed (10 - 4pm) <input type="checkbox"/> Mon-Wed (4 - 11pm) (1/2 day) (No Thursdays)	<input type="checkbox"/> Mon-Wed (10am-11pm) Full Day (No Thursdays)	<input type="checkbox"/> Fri-Sun day/night <input type="checkbox"/> **Holiday(day/night) 10:00 am – 11:00 pm
*Entire building - includes pavilion	\$250	\$750	\$2,500
Early Access \$75 Only if available 24 hrs. before the event (When you pick up the keys, see if early access is available)	NO early access for ½ day rentals	<input type="checkbox"/> Fee to access bldg. the night before the event, if available and approved No access before 6 p.m.	<input type="checkbox"/> Fee to access bldg. the night before the event, if available and approved No access before 6 p.m.
Tent 10'X10' max Outdoors Prior Approval of Location Required		<input type="checkbox"/> \$100 For an approved 10' x 10' tent. Tent must be installed the day of event & removed immediately after event.	<input type="checkbox"/> \$100 For an approved 10' x 10' tent. Tent must be installed the day of event & removed immediately after event
Small Room only (No kitchen)	<input type="checkbox"/> \$50/hr. 2-hour minimum		
SECURITY DEPOSIT	\$2500 CASH ONLY	\$2500 CASH ONLY	\$2500 CASH ONLY

Security Deposit of \$2500 (Due when picking up keys – Cash Only)

Violation of any rules and regulations will result in forfeiture of the entire security deposit

You will be contacted approximately one week after the rental date with the status of your security deposit.

**The pavilion is included with the rental of the entire building. No pavilion-only rentals.*

*** Holidays include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.*

No rentals on New Year's Eve or the evening of the annual fireworks (date determined annually).

CANCELLATIONS

If a reservation is canceled within 30 days of the event, the entire rental fee will be forfeited.

If a reservation is canceled 31-90 days from the date of the event 50% of the rental fee will be forfeited.

If a reservation is canceled 91 days or more prior to the event, 20% of the rental fee will be forfeited, with a minimum of \$50.00 being kept by the City.

I have received, read, understand, and agree to comply with the rules and regulations for the use of the Community Center. I hereby fully release and discharge the City of Sylvan Lake, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss, which may arise, or which may be alleged to have arisen out of, or in connection with the use of the City of Sylvan Lake Community Center. I further agree to indemnify and hold harmless and defend the City of Sylvan Lake, its officers, agents, and employees from any and all claims resulting from injuries, including death, damage, or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with the above event in the City of Sylvan Lake Community Center.

Signature of Applicant _____ Date: _____
Office use only

Book:	Website:	Security Deposit Received:	
Date Security Deposit:	Returned:	Shredded:	Forfeited Amt: