

# CITY OF AUBURN PARK BUILDING RENTAL AGREEMENT

Today's Date: \_\_\_\_\_ Date requested: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Township: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Approx. Number of Attendees: \_\_\_\_\_

## AUBURN PARK RENTAL RULES EFFECTIVE JANUARY 1, 2017 (NO EXCEPTIONS)

NO PERSON OR ORGANIZATION SHALL BE ALLOWED USE OF THE AUBURN CITY PARK BUILDING WITHOUT FIRST ENTERING INTO A RENTAL AGREEMENT ISSUED BY THE CITY OF AUBURN (SUBJECT TO RENTAL FEES AND DEPOSITS) UNDER THE FOLLOWING GUIDELINES:

JANUARY 1<sup>ST</sup> THROUGH JANUARY 31<sup>ST</sup> – AUBURN/WILLIAMS TOWNSHIP NON-PROFIT GROUPS EXCLUSIVELY HAVE FIRST RIGHTS TO THE CITY PARK. NO ONE ELSE WILL BE PERMITTED TO SCHEDULE A RESERVATION DURING THIS PERIOD WITH EXCEPTION FOR RENTALS IN THE MONTHS OF JANUARY AND FEBRUARY.

FEBRUARY 1<sup>ST</sup> THROUGH FEBRUARY 28<sup>TH</sup> – THIS PERIOD IS OPEN TO AUBURN/WILLIAMS TOWNSHIP RESIDENTS ONLY ON A FIRST COME, FIRST SERVED BASIS.

BEGINNING MARCH 1<sup>ST</sup> – ANY PERSON OR ORGANIZATION IS ALLOWED TO RESERVE THE PARK FOR ANY DATES THAT ARE STILL AVAILABLE.

### GENERAL RULES

1. Rental Fees are due by cash or check at the time the reservation is booked. Dates will not be held for inquiries over the phone or by email. Rental Rates are as follow:  
Auburn/Williams Township - \$125.00  
Out of District/Non Profits - \$150.00  
Corporations - \$250.00
2. Rental fees will be forfeited if a date is cancelled. If the date is rebooked rental fees will be refunded after approval.
3. **A \$100.00 Security Deposit will be required at the time that the key is picked up. The Security Deposit will be destroyed or refunded to the Responsible Person named above after City Commission approval, provided the park building and grounds are left clean and undamaged.**
4. Keys may be picked up on the day before your rental during the week or as early as Thursday morning for rentals on weekends, however possession of the keys does not grant you early access. Keys are to be used only for the date you have reserved.

5. Any property damage, missing furniture, broken windows etc. and actions of the attendees are the responsibility of the Responsible Person named above. If damages exceed the amount of the security deposit, the remaining amount will be billed to the Responsible Person named above.
6. The City of Auburn will not be responsible for the loss of any articles or damage to personal property, etc. of the renter or their guests.
7. The building is to be left in a clean condition. If clean-up costs exceed the amount of the security deposit, the remaining amount will be billed to the Responsible Person named above.
  - A. CLEAN-UP & USE GUIDELINES:
    - a. The use of power strips is prohibited.
    - b. Use trash liners in all cans. Take all trash to the dumpster at the end of your event.
    - c. Clean the kitchen area (including the refrigerator and microwave).
    - d. Mop the floor.
    - e. Wipe off tables/chairs.
    - f. Check the bathrooms and remove trash if needed.
    - g. If used, turn the thermostat back to last setting
8. The park is open from dawn to dusk, however must be vacated by 10:00 P.M. or within 1 hour after dusk.
9. To report an emergency call 911. For any other issues that need immediate attention during non-business hours please call the Bay County Sheriff's Office non-emergency number at (989) 892-9551. Issues not needing immediate attention may be reported to City Hall on the next business day.

**AGREEMENTS**

The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Auburn and its elected and appointed officials, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind including all costs and legal expenses that may result from, by reason of any act or omission on part of said group or individual, or its agents while on the City of Auburn property.

It is your responsibility to inform all members of your group of the Park Rules and Regulations. Failure to abide by the Park Rules and Regulations could result in loss of immediate and/or future privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: \$ _____ Check #: _____  Saved to Calendar by: _____
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Deposit Received: _____ Key #: _____ Key Returned: _____  Deposit Refund Date: _____
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