

**SAMPLE AGREEMENT  
CITY OF AUBURN PARK BUILDING  
RENTAL AGREEMENT NO. \_\_\_\_\_**

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

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

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

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

**AUBURN PARK RENTAL RULES EFFECTIVE JANUARY 1, 2010  
(NO EXCEPTIONS)**

NO PERSON OR ORGANIZATION SHALL BE ALLOWED USE OF THE AUBURN CITY PARK BUILDING WITH 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.

\*Exceptions may be permitted for Rental requests for the month of January by Auburn/Williams Township Residents.

FEBRUARY 1<sup>ST</sup> THROUGH MARCH 31<sup>ST</sup>— THIS PERIOD IS OPEN TO AUBURN/WILLIAMS TOWNSHIP RESIDENTS ONLY ON A FIRST COME, FIRST SERVE BASIS.

BEGINNING APRIL 1<sup>ST</sup>— ANY RESIDENT IS ALLOWED TO RESERVE THE PARK FOR ANY DATES THAT ARE STILL AVAILABLE.

**GENERAL RULES**

1. Rental Fees are due at the time the reservation is made. Rental Rates are as follow:

**Auburn/Williams Township - \$75.00**

**Out of District/Non Profits - \$100.00**

**Corporations - \$250.00**

2. **A Security Deposit of \$100.00 will be collected for each rental at the time the key is picked up.**

The building is to be left in a clean condition with no damages. If no damage or clean-up issue arise the deposit will be returned.

3. Any property damaged, missing furniture, broken windows etc. and actions of the attendees are the responsibility of the person named in charge. If Damages exceed the deposit amount, the remaining amount will be billed to the responsible person named above.

4. The building is to be left in a clean condition. If clean-up cost exceed the deposit amount, the remaining amount will be billed to the responsible person named above.
5. 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.
6. The building is available from dawn to dusk, however must be vacated by 10:00 P.M. or within 1 hour after dusk.
7. Rental fees will be forfeited if a date is cancelled. If we are able to re-book the date Rental fees will be refunded.

**CLEAN-UP GUIDELINES**

- Empty all Trash containers
- Mop Floor
- Wipe off Tables
- Clean Kitchen area
- Check Bathrooms and dispose of trash if needed

**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: \_\_\_\_\_