



**SPARTA CIVIC CENTER
RENTAL AND USE AGREEMENT
Building Address: 75 N. Union, Sparta
Contact Address: 156 E. Division, Sparta
616-887-8251**

OFFICE USE	
Date:	_____
Rent Paid:	_____
Deposit Paid:	_____
Door Code #:	_____
Alcohol:	Yes/No
Return Checklist:	_____
Deposit Returned:	_____

Lessor: Sparta Civic Center

Lessee Information:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Applicant Signature: _____ Date: _____

The Lessee wishes to rent/use the Sparta Civic Center for the following purpose:

Date(s) Requested: _____

Approximate Time (if applicable): From _____ AM/PM to _____ AM/PM
(Note: All occupants are to be out of the building by 11:59 PM)

Number of individuals expected to attend (maximum capacity is 175): _____

Admission charge for event (if applicable): _____

Will alcohol be served or allowed: Yes / No

If alcoholic beverages will be served/permitted on the premises, proof of proper insurance to cover liability must be on file with the rental agreement (this can be obtained as a standalone event policy or as a rider to many homeowners insurance policies). Breach of this clause will forfeit deposit and refusal of any future use by the lessee.

**Alcoholic beverages are to be confined within the building and are not allowed outside at any time!
NO EXCEPTIONS!**

Homeowners Ins. _____ Renters Ins. _____

Policy Carrier _____

Agents Name _____ Phone Number _____

Note: Any damage not covered by lessee's insurance shall be the responsibility of the lessee.

RESPONSIBILITIES OF LESSEE:

1. Unless otherwise stated, the person executing this Agreement will be the person in charge and will oversee the demeanor of the group in attendance.
2. The Lessee agrees to adhere to the rules governing the Sparta Civic Center, including, but not limited to excessive or disturbing amplification of sound, and/or unruly behavior of guests.
3. Lessee is responsible for clean-up of all messes that occur during the rental/use of the Civic Center.
4. Upon completion of the rental/use event, and prior to leaving the building and returning the key, Lessee agrees to the following:
 - a. Replace all tables and chairs to proper storage.
 - b. Check all restrooms for cleanliness.
 - c. Place all garbage and refuse in dumpster located in the rear on the parking lot.
 - d. Sweep all floors.
 - e. Clean the kitchen including sinks.
 - f. Check lawn and parking lot for debris and waste.
 - g. Remove any and all personal belongings from the building, unless prior arrangements have been made to pick up at a later date.
 - h. After clean-up has been completed, the last person to leave must make sure all lights are turned off and the building is locked and secured.
 - i. Return the key to the location indicated by the building representative.

Failure to comply with the above regulations or any necessary repair of damages by the Lessee or any person under their responsibility will result in loss of part or all of the SECURITY DEPOSIT to pay for cleaning or repair services.

Indemnity: *Lessee* assumes liability for and shall indemnify *Lessor* from any and all losses, damages, claims, suits, costs, expenses and disbursements, including legal expenses incurred by the Lessor in any way relating to the use of the building.

Liability for Damages: *Lessee* shall be responsible for any damages to the building and its contents during the rental period and shall pay *Lessor* (Sparta Civic Center) the amount for the repairs to the Civic Center and or its contents as may be damaged or destroyed.

Building Rental Costs:

Monday thru Thursday.....	\$100
Friday (day or night) rentals.....	\$400
Saturday (day or night) rentals.....	\$400
Sunday.....	\$400

If you are interested in reserving the building for set-up purposes only, you may do so one day prior to the event at an additional fee of \$100 if the building is available.

Rent must be paid with village office no later than the Thursday one week before the event. For example, if an event is taking place on a Saturday, the rental fee is due no later than the Thursday the week prior (9 days before the event). When paying the deposit renters will be provided a specific due date for the rent. Failure to pay the rent on time will result in cancellation of the event without return of the deposit.

Security Deposit:

A \$200 security deposit is required to execute this contract. This amount will be returned if there is no damage or trash when the building is checked and cleaned by staff.

To ensure a full refund of your security deposit a checklist has been provided. For every task that is left incomplete the adjoining dollar amount will be deducted from your security deposit.

- FLOOR SWEPT \$20
- CHAIRS PUT AWAY \$20
- TABLES PUT AWAY \$20
- ALL GARBAGE TAKEN OUT \$20
- COUNTERS WIPED \$10
- FRIDGE CLEANED OUT \$20
- FREEZER CLEANED OUT \$20
- OVEN CLEANED \$20
- SINK WIPED OUT \$10
- EXTERIOR LITTER/GARBAGE \$30

If any excessive damage has been done, deposit will be forfeited. Smoking in the building will forfeit your deposit.

Check Policy:

Personal checks for either the required Security Deposit or Rent will only be accepted if received at least 30 days prior to the scheduled event. The Lessee will be charged a \$35 fee for returned checks.

Cancellation Policy:

In the event the Lessee wishes to cancel this contract prior to the date of the event they shall only be entitled to a refund based on the following schedule.

- 4 months or greater from event date 100% refund
- 2 to 4 months from event date 50% refund
- 0-2 months from event date..... 0% refund

This agreement is not assignable, nor transferable by operations of law by Lessee. This agreement contains the entire agreement between parties, cannot be modified except in writing and signed by Lessor and Lessee, shall be binding upon the parties and their legal representatives, heirs, successors, assigns, can be specifically enforced, and shall be governed by Michigan Law.

Lessee, contemporaneously with the execution of this Agreement, has deposited with the Lessor the sum of \$ 200.00 as a security deposit. The deposit shall be held by the Lessor, without liability of interest, and security for Lessee's faithful performance of all the terms, covenants and conditions of the Agreement to be kept and performed by the Lessee during the term of this Agreement. If Lessee fails to keep and perform any of the covenants of this Agreement, then the Lessor at its option may appropriate and apply any or all of the entire deposit, or as much is necessary, to compensate Lessor for losses or damages sustained by Lessor due the Lessee's breach.

Lessee's Signature: _____ **Date:** _____

Deposit paid: \$ _____ *Date paid:* _____

Cash _____ Check _____ Check # _____ Receipt # _____

Rental Fee paid: \$ _____ *Rent Due Date:* _____ *Date paid:* _____

Cash _____ Check _____ Check # _____ Receipt # _____

By signing below, Lessee agrees to all terms listed in contract, along with agreeing to complete the Rental Check-List prior to and following Lessee's event given to Lessee at time of key pick-up.

Post Event:

Deposit Returned \$ _____ Date _____ Check# _____

