

## Building Use Agreement

Tenants will occupy only the Main Hall on the ground floor and the restrooms. This agreement does not include access to the basement, back room or other areas. Office equipment is not to be used by tenants or guests

The building is equipped with wifi and the password is 201broadway.

- By the end of the agreed period the Hall must be restored to the condition it was in when you arrived.
- The building must be vacated no later than 11:59PM.
- Children are to be supervised at all times. No excessively loud music allowed.

### CLEANING:

This agreement does not include janitorial services or trash pickup. Tenants must remove everything brought in the Center upon leaving including decorations and trash. Floors must be swept and sinks, counters, and tables cleaned as necessary. Failure to appropriately clean- up will result in the deduction of cleaning costs from the deposit. Furnishings that are moved must be returned to their original locations and windows must be closed and locked. All lights, fans and appliances must be turned off. Utensils and items, such as towels, etc., must remain at the Center. If there are items here, such as food, beverages, including water, that are the Center's please do not consume them.

### EMERGENCY CONTACT:

In case of an urgent situation requiring immediate attention including malfunction of heating, sewer/water, electrical or other equipment critical for the safe operation of the building, please contact Bekah TenBrink at 231-480-6006.

### DEPARTURE:

Tenants must lock all entry doors and return the key promptly to the designated location at the end of each session. Should the key not be returned, \$75 will be retained from the \$150 security deposit for rekeying the lock on the office/barrier free access door.

### SECURITY DEPOSIT:

Following the period of this agreement, an FCC representative will inspect the Hall and bathrooms to determine that the expectations listed above have been met. If the inspection finds that the Hall and bathrooms are in satisfactory condition, the check for the security deposit will be returned to the renter by mail within 14 days.

Any deviations from this Agreement must be signed and dated by both the Center Representative and the tenant.

### **Cancelation Note**

This agreement may be canceled by either party by written notice no fewer than 21 days in advance of the beginning of the rental period without penalty. Renters canceling their reservation 14 - 21 days in advance of the beginning of their rental period will receive 50% of their payment back, with 100% of the security deposit being returned. Renters who cancel 14 or fewer days in advance of the beginning of the rental period will receive 25% of their payment back with 100% of the security deposit being returned.

### **In Case of an Urgent Situation**

This includes malfunction of heating, sewer/water, electrical or other equipment critical for the safe operation of the building, please contact Bekah at 616.405.0006. Contact information is also posted in the hall for your information.