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, backroom or other areas. Office equipment is not to be used by tenants or guests. The building is equipped with Wi-Fi and the password is 201 Broadway. The hall must be restored to its original condition by the end of the rental agreement.

This agreement does not include janitorial services or trash pickup. Tenants must remove everything brought in the Center upon leaving including decorations and garbage. 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.

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.

All noise/music must be silenced by 10:30 and premises vacated by 11 PM. Failure to comply with the curfew will result in the loss of a full security deposit.

Following the period of this agreement, a Center 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.

The Center is a non-smoking building.

Any deviations from this agreement must be signed and dated by both the Center Representative and the tenant. This agreement may be canceled by either party by written notice no fewer than 14 calendar days before the beginning of the rental period.

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.