



BUILDING USE AGREEMENT

Revised 12.18.2023

This agreement is between The Center and the group/individual using the building.

Name: _____

Address: _____

Telephone: _____

Activities Planned: _____

The agreement shall be in effect from (date) _____

Use Fee Amount _____ Check # _____

\$150 Security Deposit _____ Check # _____

Liability Policy: _____

Keypad Code: _____

POLICY & PROCEDURE:

- Tenants will occupy the Main Hall, lobby, kitchen, and restrooms. This agreement does not include access to the basement, back room (*besides accessing the space to use the tables and chairs*), or other areas. Office equipment is not to be used by tenants or guests.
- Rental applications must be submitted by person(s) age 21 or older.
- Groups of children under 18 must have one responsible adult for each ten (10) children. *children must be supervised at all times.
- The Center is not responsible for lost, stolen items, or damage to the renter's items or property.
- The Center staff or board members reserves the right to deny a facility rental to any person or organization for any reason. Schedule rentals can be canceled by The Center staff due to unforeseen circumstances in which case a full refund will be granted within 10 business days.
- Blocking emergency exits is prohibited. Exterior doors may not be propped open for longer than loading/unloading needs.
- On-going renters must provide proof of insurance and liability waiver.



- The building must be vacated no later than 11:59 PM.

BUILDING INFORMATION:

- The building is equipped with wifi. The network is SpectrumSetup-CF and the password is cleanbook790.
- By the end of the agreed period, the Hall must be restored to the condition it was in when you arrived.

CODE OF CONDUCT FOR GUESTS:

- Orderly behavior of all guests inside and outside the building
- Financial responsibility for damages due to misuse of The Center.
- Programs must be suitable for presentation in public buildings.
- Lawful activity in accordance with the City, State, and Federal laws and regulations

DECORATIONS:

To preserve our facilities, the use of glue, tape, tacks, nails, staples, confetti, glitter, rose petals, rice, or other similar products is prohibited. Decorations cannot be posted on walls or windows without using WHITE TACKY.

Decorating plans must be approved by The Center staff before or at the time of booking. Open flame candles of any kind are prohibited. Violation of this rule will result in a deduction of the security deposit.

CLEANING:

This agreement does not include janitorial services or trash pickup. Tenants must remove everything brought into the Center upon leaving including decorations and trash. Floors must be swept and sinks, counters, and tables must be cleaned. Failure to appropriately clean- up will result in deducting 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, and 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:

In addition to returning the space to its original condition before leaving, tenants should lock all entry doors at the end of each session. Should Center staff return to the office following your rental and find that either or both doors have been left unlocked, \$50 from your \$150 deposit will be held.

SECURITY DEPOSIT:

Following the period of this agreement, an FCC representative will inspect the Hall and bathrooms to determine that the above expectations 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.

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.

Violation of our non-discrimination policy will terminate this agreement immediately.



NON-DISCRIMINATION POLICY

At The Center, diversity is valued, celebrated and embraced. We are part of a vibrant community filled with wonderful people, cultures and experiences, each holding a valuable place in helping us do the most good, and provide the most creative solutions for all Leelanau County residents. The Center does not discriminate on the basis of race, citizenship status, national origin, ancestry, sex, gender, gender identity, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, socioeconomic status, or any other factor protected by law.

USE RATES:

Mandatory Security Deposit (refundable) \$150

One Time Use-Includes use of Kitchen

4 Hours

Monday Thru Thursday - \$50

Friday thru Sunday - \$75

8 Hours

Monday Thru Thursday - \$100

Friday thru Sunday - \$150



Rental Extension Options

- If your rental falls on a Saturday, we are unable to accommodate Friday set-up hours / decoration drop offs
- If your rental falls on a Saturday, if the following day is available, and if you'd like to leave clean-up till that following day (Sunday), that will be considered a full weekend rental, and the rental fee will be \$400 flat (plus the \$150 refundable security deposit).
- Regardless of your rental day of the week, if you'd like to extend your rental in increments of one hour minimum, you may do so at the rate of \$10/hour.

Series Use:

Series of 5 or more 4-hour sessions

Monday Thru Thursday - \$40 per session Friday thru Sunday - \$50

Series of 5 or more sessions 2 hours or less

Monday Thru Thursday - \$25 per session Friday thru Sunday - \$40

SIGNATURES:

Tenant acknowledges receipt of requirements and rate schedule governing the use of the Center and agrees to comply with these requirements. The tenant agrees to use space in the Center subject to the above-stated rules. It is acknowledged that the premises are in good condition at the time of signing this agreement.

Authorized Signature of Tenant
Date:

Authorized Signature of The Center Rep.
Date: