

City of Rockford Community Cabin Rental Agreement

220 N Monroe, Rockford MI 49341

For building emergencies, call City Police at 866-9557

Individual/Group Name	
Address, City, Zip	
Telephone	
Rental Date	
Facility will be used for:	

1. Attendance will not exceed 100 people. No animals permitted.
2. **You must pay a damage deposit of two hundred dollars (\$200) before you receive a key for the rental date.** Should a key be lost, \$200 will be forfeit. We retain the damage deposit to cover in whole or in part, any damages or other expenses incurred because of the use of the cabin by the applicant or applicant's party.
3. You may only decorate on tabletops. **YOU CANNOT APPLY TAPE, NAILS, HOOKS, ETC. ON ANY WALLS, CEILING, and/or OTHER AREAS** in the cabin. Any such items found by our cleaning staff after your rental to this effect shall be grounds for losing your deposit.
4. The sponsoring person/organization **MUST** be present during the event and shall provide appropriate supervision.
5. Applicant shall abide by all Michigan Liquor Laws.
6. Applicant agrees to, and will save and hold, the City of Rockford harmless and will indemnify the City from and against any and all losses, damages, costs and expenses whatsoever, including, but not limited to, actual attorney fees, incurred by the City as a result of the applicant's use of the cabin as herein requested, excepting any losses which are caused by the sole negligence of the City.
7. We forbid the use of the cabin for any profit making function.
8. State Law mandates that the cabin is designated as **NO SMOKING** as it is a public facility.
9. **Our cabin has a "WARMING KITCHEN" only. A warming kitchen can only produce heat or steam. You are unable to produce any food products in the kitchen that produce smoke or grease.**
10. Because the cabin is located in a residential neighborhood, you must keep the noise level within an acceptable level. If our Police respond to a complaint regarding noise or other disturbance at the cabin, you will forfeit your deposit.

RENTER MUST: Return key to City Hall within forty-eight (48) hours from rental date. You may not access the building the day preceding or following your event. Refunding of damage deposit will **ONLY** occur if we find that the building and grounds are in the same condition as found on arrival. Damage found at the cabin in excess of the deposit amount will be the applicant's responsibility to pay

Cancellation must be done more than two weeks (14 days) before rental date for return of rental fee.

The applicant has read and agrees to abide by the rules and conditions set forth here for the use of the community cabin. Please see additional regulations as set forth on our supplemental information guide.

SIGNATURE: _____ **DATE:** _____

Rent (including audio/visual): \$275.00			
Key # _____	Key Picked Up:	/ /	Deposit- Return or Shred
	Key Returned:	/ /	