

**BUCHANAN REDBUD CITY CENTER RENTAL AGREEMENT**

131 S. Oak St.

Buchanan, MI 49107

***One Day Rental agreement 7:00am-Midnight***

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Organization: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Date of use: \_\_\_\_\_ Day of week: \_\_\_\_\_

Approximate Number of people (not to exceed 100) \_\_\_\_\_

**FEES AND CHARGES**

Is your organization non-profit (circle one)      YES                  NO

Resident Rental Fee: \$110.00                  Date Paid: \_\_\_\_\_

Non Resident Rental Fee: \$160.00              Date Paid: \_\_\_\_\_

\*\*Refundable deposit: \$50.00

\*Rental Fee only waived: Non Profit only      YES                  NO

\_\_\_\_\_  
Authorized by

\*NOTE:      Rental fee may be waived if the entity is a non-profit group that has 501c3 status.

\*\*NOTE:      Rental fees are refundable provided the inspection of the building is compliant with the rules and regulations handed out upon agreement. If cancelling, the cancelation must be at least one (1) week in advance of reserved date.

**Buchanan Redbud City Center**  
**Rules and Regulations**

1. **NO** Smoking inside building.
2. **NO** Alcohol allowed on premises.
3. **NO** weapons or firearms
4. **NO** animals allowed
5. **NO** littering
6. All renters are responsible to remove their own garbage. No garbage to be left on the premises.
7. User shall not damage or remove property of any sort, from the premises.
8. Pick up and return the key at the Buchanan Police Department. If the key is not returned within three (3) business days following your rental, Renter will be billed re-keying expenses.
9. After successful inspection is complete, the refund will be processed, and issued following the next regularly scheduled commission meeting.
10. Building is City owned, and is subject to walk through and inspection by Police Department personnel at any time during your rental.

**COVID-19 COMPLIANCE**

Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use and tear down and all times in between follow and comply with all laws and regulations, both local, County, State and Federal relating to any and all health-related issues, including but not limited to COVID-19 and any of its various strains. This shall include but is in no way limited to: following occupancy restrictions, social distancing and wearing of masks or other face shielding as required or as advised and to provide sanitizer/disinfectant stations for every 10 people or whatever the most recent county or state health mandate may be.

**AGREEMENT**

I have read the above rules and regulations and will fully comply with them and the items listed. I understand that I and other members of the organization reserving the City Center must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE AND DEPOSIT HAVE BEEN PAID**

Building Reserved for:

\_\_\_\_\_

Approved By: \_\_\_\_\_

Date \_\_\_\_\_