

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.

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: _____