

SPORTS PARK HALL RENTAL AGREEMENT INFORMATION

Insurance Rider is required to rent the Sports Park

1. Rental period is 24 hours, quiet time starts at 11pm, **pay rental fees at city hall.** **Security deposit and rental fee is non-refundable** if reservation is cancelled.
2. Call Recreation office (Recreation Department 906-428-9222) 1 week prior to reservation to obtain door lock code.
3. Breaker box is in kitchen. (see picture below) Please turn off entrance light if used. **Fireplace is not for use.**



4. Latches on inside of double doors must be engaged to secure door (two per door, see picture below). Lock doors every night and upon leaving. Do not leave any valuables in building overnight, you are responsible for your own belongings.



5. Use tape or string for decorations **DO NOT** nail, pin, or anchor anything in the tables, walls, or ceiling. Take down all decorations after event.
6. Tables and chairs are in the shed out the back door. All tables and chairs must be wiped down and put back in shed. Clean up debris on floors, counters, and any big messes. Building and grounds is to be left neat.
7. **All trash must be tied and disposed of in dumpster off parking lot.** The same key is used for the tables shed and the dumpster padlock and **key is located in the kitchen on the peg board.**
8. **Pop Machines/canisters must remain in lobby area, do not move to carpet.**
9. After Inspection of building, given there is no damage or excessive cleaning needed, City Hall will refund security deposit. You will be contacted if there are issues.
10. **Emergency call Public Safety 428-3131 or 911**, non-emergency call Recreation Director at 399-8902.

A SIGNED RESERVATION APPLICATION IS REQUIRED AND ACKNOWLEDGES YOU HAVE READ AND UNDERSTAND RENTAL AGREEMENT INFORMATION.