



William R. Copeland Senior Center • 2306 FOURTH • WYANDOTTE, MI 48192

RENTAL AGREEMENT

Resident Fee: \$250 Non-Resident Fee: \$350

MONDAY – FRIDAY: Rentals by special request if available (ex. Meetings, Memorial Services, etc.)

SATURDAY: Rental availability between 8 am – 10 pm

SUNDAY: Rental availability between 10 am – 6 pm

(Requested hours of use must be consecutive, including set-up time, caterer's time, and clean-up. Any additional time over 6 hours on a Saturday or Sunday rental will be charged \$50 per hour in advance.)

RENTAL DATE:

_____ (Rental fee must be paid in full thirty days prior to rental date)

NAME:

ADDRESS:

CITY:

ZIP:

PHONE:

(H)

(C)

RENTAL TIME:

PURPOSE:

- Smoking, animals, confetti, candle burning, & liquor are **STRICTLY PROHIBITED**.
- You **MAY NOT** remove any signs, posters, wall décor, etc.
 - Beer & wine are allowed but **CANNOT** be sold.
 - **NOTHING** can be taped to any painted surface.

The above listed renter agrees to indemnify the **CITY OF WYANDOTTE** from any and all liability, loss, or damage the **CITY OF WYANDOTTE** may suffer as a result of claims, demands, costs, or judgments against the **CITY OF WYANDOTTE** arising from the use of the **COPELAND CENTER** by the above renter.

The renter also agrees to leave the building in good condition and **return all tables, chairs, equipment, etc to its original set-up prior to leaving the building.** Premises will be vacated at the time specified on this contract; failure to vacate the building at the specified time will result in additional fees.

The renter agrees to assume full responsibility for damages and losses to the premises or equipment during this permit period. The kitchen is for service only: no cooking or food preparation is allowed. All kitchen equipment must be left in an orderly fashion which includes washing sinks, countertops & stove if dirtied. All trash will be emptied into the dumpster & no use of garbage disposal is allowed.

A \$50 Security Deposit (not included as part of the rental fee) is due when contract is signed and will secure rental date. The rental fee must be paid in full thirty days prior to the date of the rental. The \$50 security deposit will be refunded if it is determined that the rental area has been cleaned, left in satisfactory condition, and that the group has complied with Building Rules and City Ordinances. Damages, improper clean-up, overage of contract rental time will be charged to the rental party and/or loss of security deposit. The \$50 security deposit is **FORFEITED** if the rental is cancelled. _____ Initial

The undersigned person has read this policy governing the use of the Copeland Center and agrees to abide by all policies established for use of the building.

SIGNATURE OF PERSON RENTING THE CENTER

DATE

The City of Wyandotte processes security deposit refunds at the end of each month. A check will be mailed to the person who signed this rental contract and should be expected within three to four weeks. _____ Initial

Security Deposit Date: _____ Receipt: _____ Staff Initials: _____

Rental Fee Date: _____ Receipt: _____ Staff Initials: _____