



Multipurpose Room Rental Application

South Lyon Area Recreation Authority
23333 Griswold Road, Suite 100
South Lyon, MI 48178
Phone: 248.437.8105 Fax: 248.437.4324

Date: _____ Contact Name: _____
Tax ID: _____ Company/Organization: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Email: _____
Phone: _____ Will a fee be charged for this event: *Circle One* Yes / No
Residency: *Circle One* Green Oak Township / South Lyon / Lyon Township / Other
Description of Event: _____

of Tables Needed Set Up: _____ # of Chairs Needed Set Up: _____
Date of Event: _____ Time of Rental: *Include set-up and tear-down* _____
Total # of Rental Hours: _____ x Rate (*see below*) = Total Charge: \$ _____ Anticipated Attendance: _____

~ Groups/Individuals renting may be required to provide a Certificate of Insurance .
~Groups may be required to provide proof of their Non-Profit/Civic/Charitable Organization status.

Pricing

\$53/hour (*\$40/hour resident discount) - Civic/Charitable/Non-Profits

\$67/hour (*\$50/hour resident discount) - Individuals

\$100/hour (*\$70/hour resident discount) – For Profit Businesses/Groups

OR Fee Based Rentals

** Resident Discounts apply to any individual who resides in Green Oak Township, Lyon Township or the City of South Lyon or any business/group that is based in any one of the preceding municipalities.*

- Cancellations/Changes:
 - ◇ 1-14 Days - No refunds or changes. Deposit forfeited.
 - ◇ 15 + Days - Full refund minus \$25 administrative fee
- Time requested must include set-up, break-down and clean up
- All reservations include a Site Supervisor
- Due at Reservation - 25% down plus a separate \$75 refundable security deposit (security deposit must be a paid by check)
- Payment is due in full two weeks prior to requested rental date

South Lyon Area Recreational Authority
Multipurpose Room
Rental and Use Terms & Conditions

1. Rental Reservations and Application
 - a. Rentals of the Multipurpose Room require submission of a completed and signed application, a signed copy of the Rental and Use Terms and Conditions, including Hold Harmless and Indemnity, the required Reservation Deposit and Security Deposit (by check only), and if applicable, proof of insurance.
 - b. A reservation for rental is not valid until approved by SLARA.
 - c. Applications will be processed on a first-come basis.
 - d. Phone reservations and applications are not accepted.
 - e. Groups renting the Multipurpose Room may be required to provide a Certificate of Insurance covering the Renter and listing SLARA as an additional insured. Minimum acceptable limits will be \$1,000,000 for each occurrence and \$1,000,000 aggregate. SLARA must receive policy verification including dates of coverage and financial limits for this event at least 30 days before the rental date.
 - f. SLARA reserves the right to accept or reject any application for any reason in its sole discretion.
 - g. Any applicant that misrepresents its intent, purpose or the age demographic that is attending and using the Multipurpose Room, shall have the reservation/rental cancelled and/or event terminated and all fees shall be forfeited.

2. Rules for Events and Functions Involving Children/Minors
 - a. Applicants must be at least 21 years of age.
 - b. SLARA reserves the right to limit and/or deny an application or reservation for an event involving children/minors.
 - c. Events involving children/minors must have one (1) adult (an individual 21 years of age or older) in attendance for every 20 children/minors during the duration of the rental period.
 - d. Children/minors must be supervised at all times and are not allowed to roam in other areas of the building, such as hallways, common area, or parking lot.
 - e. Applicant/Renter is responsible for ensuring that all children/minors comply with and adhere to the Rental and Use Terms & Conditions.

3. Rental Fee Pricing, Deposits & Payments
 - a. Rental fees are:
 - \$53/hour (\$40/hour resident discount) for Civic/Charitable/Non-Profit Groups (proof of non-profit, charitable or IRS Section 501(c)(3) exempt status required)
 - \$67/hour (\$50/hour resident discount) for Individuals
 - \$100/hour (\$75/hour resident discount) for for-profit groups and "For Profit Events" (those that charge for attendance).
 - b. Resident discounts are available to individuals residing or businesses located in Green Oak Township, Lyon Township or the City of South Lyon. Proof of residence is required.
 - c. The rental fees include an assigned SLARA site supervisor who will be onsite during the entire rental.
 - d. Reservation Deposit – a deposit of 25% of the total rental fee is due at time of reservation.

- e. Security Deposit – a \$75 refundable security deposit is required with the application (security deposit must be paid by check).
- f. Payment of any rental fee balance is due in full two (2) weeks prior to the rental date.

4. Cancellations, Changes and Refunds

- a. Cancellations made at least 15 days in advance are subject to \$25 administrative fee, and the balance of deposits and fees paid will be refunded to Applicant. Cancellation less than 15 days in advance will result in forfeiture of rental fees and/or reservation deposit. Security deposit will be returned.
- b. Changes made at least 15 days in advance of the rental date are subject to a \$25 administrative fee. No changes allowed less than 15 days in advance.
- c. No refunds if you do not show up for the day of your reserved event.
- d. Cancellation by SLARA: SLARA reserves the right to accept and reject any application and cancel any reservation or event in its sole discretion. In the event a reservation or event must be canceled due to circumstances beyond SLARA's control, including but not limited to, weather, loss of utilities, civil unrest, acts of God, or other reasons, the reservation will be rescheduled for a mutually agreeable alternative date, or all fees and deposits will be refunded in full.

5. Set-up, Clean-Up & Security Deposit

- a. The day of the rental, Renter must check-in and out with the Site Supervisor, who will be on-site during the entire rental. The Site Supervisor will provide a room check list before and after the event that must be signed by the Renter.
- b. If the building is not open when you arrive for your rental, please call 616.293.2925.
- c. Renter must be onsite for the entire rental and is responsible for compliance with all Rental Room Use Terms & Conditions and any damages and resulting charges and fees.
- d. Nothing may be dropped off prior to the reserved rental time and everything must be removed at the end of the rental period.
- e. Renter is responsible for set-up and break down within the rental period. SLARA staff will assist in initial table/chair set up. Tables cannot be dragged on the flooring. Furniture and/or equipment provided by SLARA may be used only for its intended purposes. SLARA furniture and property shall not be removed from the premises at any time. Any items removed or missing will be charged to the Renter.
- f. An approved rental is limited to use of the Multipurpose Room and restrooms in the common area. Damages, debris and messes left in the common area may result in cleaning charges.
- g. The room must be left in the condition that it was found in. Tables and chairs must be wiped down. Floor must be cleaned of any spills, debris, or messes, and all trash must be removed to designated disposal areas.
- h. The security deposit will be returned provided no charges or deductions are incurred. Charges, fees and deductions from the security deposit will be at the discretion of the Site Supervisor and/or Director. Charges will be deducted from the security deposit for damages to the room, building, facilities, property losses, costs of repairs and replacement, kitchen cleaning, excess trash removal, wall repair, fixture repair and replacement, and/or equipment/furniture repair or replacement, etc. Renter is responsible for and agrees to pay all charges, fees, damages, repair costs and other amounts including those which exceed the security deposit.

- i. SLARA reserves the right to deny the refund of the security deposit or refuse future rentals for violations of the Rental and Use Terms & Conditions.

6. Prohibited Activities & Items

- a. **NO** Smoking inside or within 100 feet of the facility
- b. **NO** Firearms, Knives or other Weapons
- c. **NO** Open Flames or Candles
- d. **NO** Hot Plates or Table Top Ovens allowed. Exceptions – Sterno for heating food
- e. **NO** Onsite Food Preparation
- f. **NO** Gambling
- g. **NO** Glitter, sparkles, confetti, party poppers, silly string
- h. **NO** Masking or Duct Tape, nails, staples on walls, tables chairs, woodwork. Any items to hang must utilize Painters Tape.
- i. **NO** ticket events or charging for admission without prior SLARA approval

7. Additional Terms & Conditions

- a. There are security cameras located in the Multipurpose Room, and SLARA personnel may view recordings as needed.
- b. Room capacity must be adhered to. Renters and invitees and guests may not overflow into the hallways and disturb other areas. Such behavior may result in immediate termination of the rental with no refund.
- c. Renters are not allowed to set up tents, chairs or tables outside. The parking lot shall be utilized for parking **ONLY**.
- d. Renters shall conduct themselves appropriately and be courteous to neighbors and other people in the building. Orderly behavior inside and outside the facility. No profanity, fighting, violence, or intimidation is allowed.
- e. Beer, wine, and champagne are permitted, but the sale of any alcohol (e.g., cash bar or charging for tickets or admission fee) requires a State liquor license.
- f. The sale of any food items requires a license from the Oakland County Health Department.
- g. Renter agrees the SLARA phone number is not to be placed on any advertisements or publications, including social media, for the event or function. SLARA reserves the right to request and require a copy of promotional materials (including social networks) and/or invitations Renter creates or uses for an event or rental. The Renter also agrees that the SLARA telephones are not available for public use.
- h. SLARA does not allow the placement of signs around the building (interior or exterior). Special permission may be granted by the Director. Failure to comply with this sign rule may result in forfeiture of some, or all, of the security deposit.
- i. Renter agrees to abide by all applicable federal, state, and local laws and ordinances.
- j. SLARA reserves the right to inspect and control all events and functions on its premises.
- k. Renter agrees that if at any time SLARA determines that an event or function poses a danger to persons or property, SLARA shall have the right to terminate the rental with no refund.
- l. Renter is responsible for ensuring that these Terms & Conditions are adhered to and complied with, including individuals attending an event or function.

- m. SLARA assigned staff (e.g., site supervisor) have the authority to act in the best interest of the Renter and SLARA with respect to any issue relating to the rental and use of the Multipurpose Room whether specifically covered by these rules or not.
- n. A reserved rental cannot be assigned.
- o. Any accidents or injuries must be reported immediately to the Site Supervisor.
- p. SLARA is not responsible personal injuries, damage to property, or lost or stolen items or property. SLARA assumes no liability for any property or personal items left in the Multipurpose Room or building.
- q. SLARA reserves the right to waive Terms & Conditions, in whole or in part, to waive requirements, to impose restrictions and conditions, to require special security, to waive fees, in whole or in part, to require additional insurance requirements, to require additional inspections and approvals, and to take such steps as may be necessary, in its sole discretion, to protect the public health, safety and welfare, SLARA personnel and property.

By signing below, the undersigned Renter agrees:

- To abide by the above Rental and Use Terms & Conditions and that they will be observed by all individuals in attendance at the event or function;
- To accept financial responsibility for any damages due to use of the Multipurpose Room;
- To follow directions of SLARA staff/personnel;
- The event or function is of a nature suitable for presentation in a public building and is lawful and complies with applicable federal, state and local laws;

Hold harmless and indemnification. To the fullest extent permitted by law, the undersigned, agrees to defend, pay on behalf of, indemnify, and hold harmless the South Lyon Area Recreational Authority, its Board of Directors, elected and appointed officials, employees, volunteers, agents, representatives, and other working on its behalf against any and all claims, demands, suits or losses, judgments, including all costs in connection therewith, for any damages which may be asserted or claims or recovered against or from the South Lyon Area Recreational Authority, by reason of personal injury or death and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with the rental and use of the multipurpose room.

I have read and agree to the foregoing Terms & Conditions.

Signature of Applicant/Renter/Authorized Representative:

Date: _____

Printed Name: _____

Organization: _____

(if applicable)

Title: _____