

Roosevelt Civic Auditorium Private Rental Agreement

Rental Information

Date Requested _____ Type of Activity _____

Rental Time (including set up/clean up*) _____ am / pm - _____ am / pm

Estimated Attendance _____ List reoccurring meeting dates _____

Room Requested: \$50 DEPOSIT REQUIRED TO RESERVE ROOM Resident Non-Resident

☐ Main Gymnasium	tables/chairs 168 people-chairs only 360	\$50/hour	\$75/hour
☐ Meeting room - Main Level	tables/chairs 16 people-chairs only 25	\$30/hour	\$50/hour
☐ Classroom - Upper Level	Kid's tables/chairs 38 - chairs only 68	\$20/hour	\$40/hour
☐ Meeting room - Upper Level	tables/chairs 46 people-chairs only 100	\$30/hour	\$50/hour
☐ Diner – Lower Level	Table/Chairs 57 people – chairs only 123	\$50/hour	\$75/hour
☐ Gym/Diner – (Combined Rental)		\$75/hour	\$100/hour
☐ Stage Only	45 people	\$30/hour	\$50/hour

***Please allow enough time for setup/clean up.**

You will be charged for any time that you require over and above your rental time at a rate of \$7.50/15 minutes

Applicant Information

Name _____

Address _____ City/Zip _____

Daytime Phone _____ Evening Phone _____

I have received a copy of the rental policies and procedures and agree to the conditions listed

Signature of Applicant _____ Date _____

Printed Name _____

FOR OFFICE USE ONLY:

Deposit Date _____

Cash / Check # _____

Copy of Rental Agreement given to Renter ☐

Staff Initials _____

Rental Fee _____

Balance Due \$ _____ Due by: _____

Date Paid _____ Cash / Check # _____

Staff Initials _____

Deposit Returned ☐ Date _____ Staff Initials _____

Comments _____

Roosevelt Auditorium Rental Guidelines

The Recreation Department has first priority for their events, classes and programming. Once Recreation Department programs are placed on the calendar, non-profits will be given the option to reserve the facility. Any remaining openings will be then made available for private rentals.

- Non-Profits within the City of Richmond, will complete the Non-Profit Building Usage agreement form to complete.
- Private rentals will pay a reservation deposit (\$50), which is due at the time of booking for all groups. The deposit is refundable for cancellations at the discretion of the Recreation Director.
- A completed rental agreement and reservation deposit must be received before the rental will be booked at the facility. The following must be submitted or confirmed one month prior to the rental:
 - (1) Actual rental times
 - (2) Actual number of guests attending
 - (3) Balance of rental paid in full
- Private Rentals at the Roosevelt Civic Auditorium are not allowed to have Alcohol.

Policies and Procedures for Roosevelt Civic Auditorium

Private Rentals

Please initial the Policies and Procedures listed below

_____ Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservations will be secured.

_____ Reservation deposit is non-refundable for cancellations at the discretion of the Recreation Dir.

_____ Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed. If any dispute arises regarding the refund of the deposit, the parties agree to use the Resolution Center in Mount Clemens, Michigan, as the exclusive remedy for resolving the dispute.

_____ The following must be submitted or confirmed one month prior to the rental.

- Rental times
- Number of guests attending
- Balance of rental paid in full

_____ Occupancy of the rental area later than stated on the contract will result in **additional fees**. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 10:00 pm, unless prior approval has been received from City Council.

_____ Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.

_____ Smoking or vaping is not permitted anywhere inside the building

_____ Renter is responsible of removal of their trash to the outside dumpster/trash container.

_____ All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Richmond, nor their employees can be held responsible for any item left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.

_____ Decorations cannot be pinned, taped or otherwise affixed to the walls, ceilings, windows or tables. Please do not put any type of substances (baby powder, floor wax, or any other substance) on the floor to improve dancing. Use of candles is prohibited.

_____ All chairs and tables provided by the facility must remain in the room that is rented at all times.

_____ The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.

_____ Renter is responsible for providing all items needed for a successful rental, including to but not limiting; garbage bags (55 gallon), dish soap, cleaning supplies, serving utensils, etc...

_____ In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Richmond Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

_____ I/We _____ agree to defend, indemnify and hold harmless the City of Richmond, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Richmond by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract. By entering into this agreement, the City does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

Signature of Applicant _____ Date _____

Printed Name _____

Email _____