

Roosevelt Civic Auditorium

Non-Profit Building Usage Agreement

Building Usage Agreement

Date of Rental: _____ Type of Activity: _____

Rental start time (time entering the building): _____ Exit time (leaving building): _____

Estimated Attendance: _____

List reoccurring meeting dates: _____

Set Up/Tear Down Fee: _____

- If you choose to have the room set up for your meetings, there will be a \$25.00 charge for each date listed. In the event the floors are not swept/mopped there is an additional \$25.00 charge added.
- Chairs are to be taken down and are to be collapsed then placed on top of the table, if utilizing the large room upstairs. Floors will be swept and mopped before leaving the building.

Room Requested

- | | |
|---|--|
| ☐ Main Gymnasium | Tables/Chairs 168 people - Chairs only 360 |
| ☐ Meeting room - Main Level | Tables/Chairs 16 people - Chairs only 25 |
| ☐ Classroom - Upper Level | Kid's Tables/Chairs 38 - Chairs only 68 |
| ☐ Meeting room - Upper Level | Tables/Chairs 46 people - Chairs only 100 |
| ☐ Diner – Lower Level | Tables/Chairs 57 people - Chairs only 123 |
| ☐ Gym/Diner – (Combined Usage) | |
| ☐ Stage Only | 45 people |

Applicant Information

Name or Organization Contact: _____

Address: _____ City/Zip: _____

Contact Phone number: _____

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

Signature of Applicant: _____ Date: _____

Policies and Procedures for Roosevelt Civic Auditorium

Non-Profit Building Usage

Building Usage Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.

Non-Profit Organizations (No Charge)

- City of Richmond based Non-Profit Corporations, Community/Civic Organizations, Fraternal Bodies, Educational Units or Government Entities that can prove non-profit status.
- *Large events used for fundraising will pay the hourly rental rate. A rental agreement will need to be completed.*

Resident Groups (Business/Public)

- Any business organization or resident/public group that is located in the City of Richmond that is not classified as a non-profit.

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 Director.

_____ 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.

_____ 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.
- _____ Freshman, Junior Varsity and Varsity Sports are not allowed to utilize the Aud at this time. Youth athletics will utilize this form in addition to putting their request in writing for consideration by the Recreation Board.

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 _____