

# VASSAR T. NORTH PAVILION APPLICATION & RENTAL POLICY

City of Vassar  
287 E Huron Avenue  
Vassar MI 48768  
(989) 823-8517

Please circle day of scheduled event:      **Monday**      **Tuesday**  
   **Wednesday**      **Thursday**  
   **Friday**      **Saturday**  
   **Sunday**

T. North Pavilion rented from: \_\_\_\_\_ To \_\_\_\_\_  
   Mo./day/year      Mo./day/year

Time of day (starting) \_\_\_\_\_ Time of day (ending) \_\_\_\_\_

Name of person, group, or organization:  
\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Expected number in group: \_\_\_\_\_

Reservation fee received: \_\_\_\_\_

I. Groups allowed:

Class A.      **City of Vassar and/or parks & recreation sponsored activities.**

Yes/ \_\_\_\_\_  
No/ \_\_\_\_\_

Class B.      **Local service clubs (example: Lion's club, Rotary, Ambulance Service, Unions, City Employees, Boards and Commissions, etc.**

Class C.      **Other groups and individuals (example: class reunions, wedding receptions, etc.**

II. Fees and Charges:

<b>Class</b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>AMOUNT PAID</u></b>	<b><u>BALANCE OWED</u></b>
Rental Fee 1 – 4 hours	-0-	\$125	\$250		
Rental Fee 4 – 8 hours	-0-	\$250	\$500		
Reservation Fee	-0-	\$50	\$100		
Damage Deposit	N/C	\$150	\$300		
Key Deposit	<b>Everything must be paid in advance in order to pick up keys.</b>				
Security Guards	N/A	See IV	\$250		

\*Set-up times will vary depending upon availability of facility. Lessee may check on availability of hall.

Special rates and conditions can be negotiated for long-term contracts, if approved by the parks & recreation commission.

III. Reservations

**A non-refundable reservation fee must be paid, and rental forms must be filled out and returned to the City of Vassar before the facility will be reserved. The security deposit is due upon reservation. Deposit will be returned if the facility is left in clean and good condition. Clean and good condition is determined at the discretion of the city manager or authorized designee of the city manager. \_\_\_\_\_**

IV. Security guards

**A security guard may be required for certain rentals and uses, such as concerts and large attendance events; the lessee must pay the guards.**

V. Alcohol

**No Alcoholic beverages are allowed at the T. North Pavilion or in the adjacent park or parking areas.**

VI. Licenses

**If the lessee engages in any activity that requires a license, such as gambling, etc., the license must be displayed to the chief of police, or other person designated by him, and approved, prior to receiving a key for the use of the facility.**

VII. Keys

**If a city employee will not be present at the event, the lessee is responsible for acquiring keys for the facility between 8am and 3:30pm on the last business day before the activity and returning them by no later than 9:30 am on the first business day after the activity, unless previous arrangements have been made.**

**All rental fees must be paid before keys will be issued.**

VIII. Damages

**The lessee is responsible for all damages and loss of equipment that occurs. Damages will be billed to the lessee. Damages include any damages to the premises or to any of the contents of the T. North Pavilion or storage areas.**

**The facility will not be rented to anyone having an outstanding bill.**

IX. Clean-up & Closing Procedures

**The Lessee is responsible for general clean up of the facility. This will include the following:**

**Picking up trash and placing it in trash receptacles. All trash must be put in trash receptacles and taken to the dumpster.**

**All floors must be swept and spot cleaned if necessary.**

**All chairs and tables must be returned to their original storage location. Tables must be cleaned and wiped off. Tables cannot be dragged across the floor. Tables must be picked up and carried when moving them around at all.**

**Bathrooms should be left in good and clean condition. There should be no trash on the floors, spot mop if necessary and make sure commodes and sinks are left in clean condition as they were found.**

The Lessee is responsible for the proper closing of the facility including:

P.A. System turned off

All doors are to be closed and locked

All lights are to be turned off

X. Hours

The T. North Pavilion will be open for use from 7am through 11pm.

XI. Rules May Change

The rules set forth are subject to change when and if they approve to be inadequate for proper security of the building.

XII. Hold Harmless

I/we agree to hold the City of Vassar, its successors, employees, and designees harmless from all claims, suits, costs and liabilities.

By signing, I/we, agree that I/we have read, understand, and agree to the attached conditions. I/we further agree to pay all debts arising from rental of the hall.

Approved by Parks & Recreation Commission

\_\_\_\_\_, 2003  
Date

Approved by Vassar City Council

October 13, 2003  
Date

Accepted by Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of lessee

\_\_\_\_\_  
Date