

**APPLICATION AND CONTRACT FOR THE USE OF FACILITIES AT
THE HUDSON COMMUNITY CENTER**

Name of Group or Individual: _____ Today's Date: _____
Person Responsible: _____ Phone No. _____
Address: _____ Date of Use: _____
Purpose (s) of use: _____ Number of People _____

Time in (including set up time) _____ (No earlier than 6:30 A.M.)

Time Out (including set up time) _____ (No later than 2:30 A.M.)

The Licensee _____ understands and agrees to abide by the terms and conditions of the attached rules and regulations which are incorporated by reference as if set forth fully herein.

The Licensor shall not be liable for any damage or injury to the Licensee, or any other person, or to any property occurring on the premises, or any part thereof, and the Licensee agrees to hold Licensor harmless and indemnified from any and all claims or damages, no matter how caused, arising as the direct or indirect result of the Licensee's use and occupancy of said premises.

The Licensee agrees to deposit \$ _____ to reserve the premises and the deposit shall be returned to the Licensee **within fourteen (14) days** after the date of use, subject to the following provisions. Licensor may deduct from the deposit a sum sufficient to repair any damages sustained by the premises due to Licensee's use and occupancy or to cover any janitorial work required after Licensee's use of the premises. In the event damages or janitorial work exceed the amount of the deposit, Licensee shall pay same, provided Licensor serves Licensee personally or by mail a written statement as to the damages and janitorial work **within fourteen (14) days** from the date of use. Janitorial work will be charged at a minimum of two (2) hours at the prevailing overtime rate plus fifteen (15%) percent to cover employee benefits. The deposit fee must be paid when the contract is signed. The premises are not reserved until this contract is signed and the deposit paid.

Licensor shall retain one-half (1/2) of the deposit if the keys are not returned on time, if doors are left unlocked, if lights are left on, or if notice of cancellation is not received seven (7) days in advance of the rental date.

Attached checklist must be filled out and left at Community Center.

Rental fee of \$ _____ must be paid no later than 7 days before the rental date.

Deposit Paid \$ _____
(Amount) (Date) (Received by)

Rental Paid \$ _____
(Amount) (Date) (Received by)

Signed: _____ Date: _____
Signature of Licensee

Signed: _____ Date: _____
City of Hudson, Licensor, by its Representative

Note: In case of problems with the facilities at the Community Center contact the Hudson Police Department (448-8129) and they will contact the person on call for the Department of Public Works who will handle the problem.

Key# _____ Picked up by: _____ Date: _____

Key# _____ Returned by: _____ Date: _____

Rental Fee Policies
Effective February 1, 2022

*** Hudson City based Non-Profit groups, clubs and organizations:**

	<u>Rental Rate</u>	<u>Deposit Without Liquor</u>	<u>Deposit With Liquor</u>
a. Meeting only	\$10.00	\$100.00	\$200.00
b. Activity with food	\$10.00	\$100.00	\$200.00
c. Funeral Dinner: Resident	\$10.00	\$100.00	\$200.00
Non-Resident	\$65.00	\$100.00	\$200.00

*These include, but are not limited to: Community Blood Drive, Hospice, Scouts, Special Olympics, Thompson Museum, Hudson Carnegie District Library and Combined Churches for a community charity.

Private Parties and Individuals:

<u>Number of People</u>	<u>Rental Rates</u>		<u>Deposit</u>	
	<u>Hudson Business</u>		<u>Without Liquor</u>	<u>With Liquor</u>
	<u>Resident</u>	<u>Non-Resident</u>		
1 – 50	\$60.00	\$100.00	\$200.00	\$300.00
51 – 100	\$180.00	\$230.00	\$250.00	\$350.00
101 – 170	\$270.00	\$330.00	\$300.00	\$400.00

Individuals using Center for meeting only – no food or drink:

<u>Number of People</u>	<u>Rental Rates</u>		<u>Deposit</u>
	<u>Resident</u>	<u>Non-Resident</u>	
1 – 10	\$12.00	\$32.00	\$100.00
11 – 25	\$30.00	\$65.00	\$100.00
26 – 75	\$60.00	\$100.00	\$100.00
76 – 170	\$90.00	\$130.00	\$100.00

**** *Alcohol Permit Fee for Residents and Non-Resident \$10.00 non-refundable* ****

The deposit will be returned **within fourteen (14) days**, if the Community Center is left in satisfactory condition. The licensee authorizes the licensor to deduct from said deposit a sum sufficient to repair any damages sustained or to cover any janitorial work required after use of the premises. Note: Janitorial work will be charged at a minimum of two (2) hours at the prevailing overtime rate plus fifteen (15%) percent to cover employee benefits.

In case of a power outage or other problems, there will only be a refund of the Rental fee if the Community Center facilities are not used.

I have read the rules and regulations for use of the Hudson Community Center facilities and agree to comply with same.

I understand that failure to comply with these rules and regulations may be cause for forfeiture of part or all of the deposit.

Signature of Licensee or Representative

Date

RULES AND REGULATIONS FOR USE OF FACILITIES

*** NO SMOKING FACILITY ***

DO NOT USE THE COOLERS!!

General Rules:

1. Space at the Hudson Community Center will be available on a first-come, first-serve basis, with priority given to non-profit organization and groups in the Hudson area.
2. The Hudson Community Center will not be rented for private for-profit activities. Use for non-profit fund raising activities will be reviewed on a case-by-case basis.
3. The Applicant for the facilities assumes all liability and agrees to make prompt restitution for any loss or damage occurring during their use of the premises. Legal action will be taken if reimbursement for damages is not received within 60 days of the date the applicant is notified.
4. The individual signing the contract will be responsible for all keys issued. Keys must be returned no later the 4:00 p.m. on the first working day following the scheduled use.
5. Individuals and groups renting the facility are responsible for their own set-up and cleanup. Furniture and equipment must be left in the same condition and location in which it was found. Trash must be removed and placed in the proper dumpster and container.
6. Renters will use facilities only for dates on the contract for which rent has been paid.
7. Individuals using the facility will exhibit proper behavior at all times. If complaints are received the Hudson Police officer on duty will use his judgment to determine if the activity at the Center will have to be stopped. Much will depend on the cooperation that the police officer receives from the people responsible for the activity.
8. The City of Hudson is not responsible for materials or supplies stored at the Community Center. Storage of items must be approved by the City Manager or his designated agent.
9. The renter is responsible to bring their own dishes, silverware, napkins, glasses, trash bags and cleaning supplies (towels and dish soap).

10. Decorations will be restricted to the tables and other appropriate places, excluding walls, ceiling and woodwork. Considerable damage can be done by stapling, tacking, and scotch-taping decorations to the ceiling, walls, and woodwork and is strictly prohibited.

11. Rental of the Center for any event will not be scheduled before 6:30 A.M. or past 1:00 A.M. and the building must be **cleaned up and vacated by 2:30 A.M.** The City assumes no responsibility for items left in the center after 2:30 A.M. These items will be removed and disposed of accordingly by the City.

12. All youth groups must be accompanied by an adult supervisor.

13. In the event that liquor is to be served during the facility rental.

- a. Serving of intoxicants to minors is strictly forbidden.
- b. Any individual and/or organization selling liquor or available as part of an event which participants pay for, must obtain a 24 hour liquor license from the Michigan Liquor Control Commission and a special liquor liability insurance policy in the minimum of \$1,000,000 naming the City of Hudson as additional insured. If serving liquor, the licensee must provide proof of homeowner's policy showing his/her host liquor policy. A certificate of proof of insurance must be on file with the City of Hudson before the Community Center can be rented, said license must be displayed during the facility rental.
- c. Serving of intoxicants to individuals who are visibly intoxicated is strictly forbidden.
- d. All intoxicants shall be service in accordance with applicable City Ordinances State statutes, and Rules and Regulations of the Michigan Liquor Control Commission.

I have read the above rules and regulations for use of the Hudson Community Center facilities and agree to comply with same.

I understand that failure to comply with these rules and regulations may be cause for forfeiture of part or all of deposit.

Today's Date: _____

Signature of Licensee or Representative

Hudson Community Center

Checklist for Closing Facility

Please complete the checklist before leaving the Center. Then leave this checklist on the kitchen counter, and return the key to City Office.

NO SMOKING FACILITY

Mop and Broom are provided BUT PLEASE do not use the food, milk, spices or the supplies already at the Center.

- ◇ 1. Check to see that all gas burners on the stove are turned off.
- ◇ 2. Check to see that all faucets are turned off and that sinks are clean and empty.
- ◇ 3. All counter tops to be wiped clean.
- ◇ 4. All trash is removed and placed in dumpster (**you must bring your own trash bags**).
- ◇ 5. Kitchen floor sweep and mop. Dining room floor dust mop and spot clean with damp cloth.
- ◇ 6. All furniture and equipment is put back in original location.
- ◇ 7. All tables are washed and chairs are put back in place. (refer to the map on the wall)
(11 TABLES GO ON THE RACK, THE REST STACK ON TOP)
Please do not allow your children to color on the tables.
- ◇ 8. Both bathrooms are cleaned, waste baskets emptied, floor swept, mopped if needed, sinks and counters cleaned.
- ◇ 9. All lights are turned off.
- ◇ 10. All back doors and exit doors are closed and locked.
- ◇ 11. Keys are returned to the Hudson City office on the first working day following the scheduled activity.

Lessee: _____
Signature

Date: _____

Inspected: _____
DPW Signature

Date: _____

Time Inspected: _____