

Rental Policies

General Rules

1. **No smoking is allowed at anytime in the facility.**
2. No tape or adhesive of any kind may be used on walls, doors, ceiling or floors.
3. No balloons may be attached to walls, floors, ceilings, or doors.
4. No thumbtacks push pins, staples or nails may be used to affix anything to the walls floors ceilings or doors.
5. Nothing is to be attached to the ceilings or sprinkler system.
6. "Fog Machines" are strictly prohibited, as they will trigger the Fire Alarm.
7. **Neither glitter nor any confetti may be used.**
8. Alcohol is not permitted in the hallways, lobby area, restrooms, ice arena, or outside the confines of the rental hall.
9. The City of Melvindale Parks and Recreation Department may control music volume.
10. City installed lights or any other fixtures are never to be removed or tampered with.
11. Emergency exits must be kept clear at all times.
12. No person under the age of 18 may be left unsupervised in the facility.
13. No items may be left past designated time of departure. The renter is responsible for bringing in and removing all personal items. Any items left behind will be discarded.
14. All candles must be enclosed in glass.
15. Alcoholic beverages may not be consumed by anyone under the age of twenty-one (21).
16. All gambling is prohibited (with the exception of a state licensed Vegas Night).
17. This facility may not be sub-let.
18. The City of Melvindale Parks and Recreation Department reserves the right to change or adopt additional rules without notice.
19. Rental time is seven (7) hours. (Including your Setup time)
20. Alcohol will not be allowed into the building unless you have requested and paid for a Bartender in advance. (NOT AVAILABLE IN SMALL HALL)
21. The Bar area is locked at all times. Only the staff of the Melvindale Civic Arena are to be in the bar area. You will not, for any reason, have access to the bar area.

I have read and understand the foregoing general rules.

(Initial)

Policy for Time Designated for Setup and Clean-Up

Setup and Clean-up time is included in the total rental time. Any deviation in times will result in an overtime charge to the renter. The Director of the Melvindale Parks and Recreation department makes the sole termination regarding the deviation of time. Set-up time is strictly enforced. Renters receive seven (7) consecutive hours in the rented hall. (2 hr Setup, 5 Hour Event) You will not be able to come in any earlier than the time stated on the contract. If you think you need additional hours, they can be purchased for \$50 per hour.

(Initial)

Deposit and Payment Policy

A Deposit will be paid at the time the contract is signed, the date confirmed, and the room is reserved. The deposit will be subtracted from the balance of the hall rental. Balance is due 2 weeks prior to the event.

Each room and all equipment will be reviewed upon completion of the rental for any damage and/or violations of the general rules. This includes smoke damage from smoking in the rooms, parties exceeding maximum capacity, and parties running over the designated times. Violations for damage and/or rule violations will result in a police report and billed to the renter. Renter is responsible for all bills caused by any damage and/or violations.

(Initial)

Cancellation and Refund Policy

Please read this Policy Carefully

There will be a \$50 fee for all NSF (returned) checks.

Weekday and Daytime Rental (Sunday through Thursday)

Up to 14 days prior to the event a \$50.00 processing fee will be withheld from the deposit. If the cancellation is made within 14 days of the event, a processing fee in the amount of \$100 will be withheld.

Weekend Rental (Friday and Saturday)

Up to 90 days prior of the event a \$75.00 processing fee will be withheld from the deposit. Within 90 days of the event, a processing fee in the amount of the \$200 will be withheld.

All refunds will be processed within 30 days of the event or cancellation confirmation and returned to the contact name and address named in the Rental Information of this contract. No refund will be processed on a cancellation without one of the following documents.

1. The Renter copy of the contract is returned.
2. Written notice of cancellation is received from the Renter if Renter cancels the rental.

(Initial)

Use of Kitchen Facilities

The Owner reserve the right to assign the use of the kitchen. If any of the kitchen and its' equipment are missing or damaged, the Renter is held responsible. In this case, a police report will be filed and renter will be billed for damages or missing equipment. The Renter is responsible for any and all actions, damages or missing items that are in control of the Renter or the Renter's caterer. *All caterers must produce a Wayne County Food Certificate.* Only licensed caterers may cook on premises. Home-prepared foods may be warmed in the kitchen. The kitchen is a Warming Kitchen Only. The kitchen must be cleaned by the renter.

(Initial)

Compliance with Laws

The Renter agrees to conform to all Federal, State and City laws and ordinances. The Owner operates a family-oriented facility. No Adult Entertainment, Bachelor or Bachelorette parties will be allowed. The Owner may refuse to rent facility or cancel a rental agreement for any reason; including, but not limited to, the following circumstances:

1. If the use or the proposed activity will interfere or detract from the general enjoyment of the rest of the facility.
2. If the use or the proposed activity will unreasonably interfere or detract from public health, safety or welfare, or the recreational goals and interests of the Owner.
3. If the Owner determines that the use may result in any extraordinary burdens or expenses to the city.
4. If it is determined that any false information has been provided in the contract.
5. If this contract conflicts in date or time with any other preexisting rental contract.

Violations of these policies will result in immediate termination and eviction of the Renter and any or all occupants to the facility. In this instance, the Renter will forfeit all deposits and payments to the City of Melvindale.

(Initial)

Contract Termination Option

The Owner reserves the right to terminate this agreement upon violation of the rental policies by the Renter. Violation of these policies will result in the immediate termination and eviction of the Renter and all occupants to the facility. In this instance, the Renter will forfeit all deposits and other payments made to the City of Melvindale.

(Initial)

Fire Alarm and Capacity

During hall rental, if any fire alarm is triggered within perimeter of hall area and the fire department is dispatched for a **false alarm**, renter will receive a letter and a **\$200 fine** from the fire department. Renter (as named in contract) is responsible for this fee. Capacity of the hall shall not exceed 180 people.

(Initial)

Waiver, Hold Harmless and Indemnification

For good and valuable consideration, the renter hereby releases and forever discharges the City of Melvindale, its insurers, assigns, agents, directors, assistants, officers, officials, and employees, and every other person, firm, attorney or corporation claimed to be liable through them, from all causes of actions, claims, demands, damages (including compensatory, exemplary, statutory, and punitive damages), costs, expenses, attorney fees, whether in law or in

