

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

Name of Group or Individual: _____	Date of Use:
Licensee / Person Responsible: _____ <i>resident or non-resident</i>	Phone Number: _____
Mailing Address: _____	Number of People: _____
Purpose(s) of Use: _____	Today's Date: _____

WEEKEND - Time In: no earlier than 7:00 a.m. WEEKDAY - Time In: no earlier than 4:00 p.m.
WEEKEND - Time Out: no later than 2:30 a.m. WEEKDAY - Time Out: 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 a deposit of \$ _____ 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.

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

Deposit Paid:	\$				
		<i>amount</i>	<i>date</i>	<i>cash / check / card</i>	<i>received by</i>

Rental Paid:	\$				
		<i>amount</i>	<i>date</i>	<i>cash / check / card</i>	<i>received by</i>

Alcohol Permit Fee:	\$				
Permit #:		<i>date</i>	<i>cash / check / card</i>	<i>received by</i>	

Signed: _____ <i>Signature of Licensee</i>	Date: _____
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Signed: _____ <i>City of Hudson, Licensor, by its Representative</i>	Date: _____
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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

RESIDENT - residing *within* the Hudson city limits

NON-RESIDENT - residing *outside* the Hudson city limits, even if having Hudson, MI 49247 as an address

City of Hudson- based Non-Profit groups, clubs, and organizations

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.

	<i>refundable</i> DEPOSIT without alcohol	<i>refundable</i> DEPOSIT with alcohol	<i>non-refundable</i> RENTAL FEE with or without alcohol	<i>non-refundable</i> ALCOHOL PERMIT FEE
Meeting Only	\$ 100	\$ 200	Free	\$ 10
Activity with Food or Drink	\$ 100	\$ 200	Free	\$ 10
Funeral Dinner > RESIDENT	\$ 100	\$ 200	Free	\$ 10
Funeral Dinner > NON-RESIDENT	\$ 100	\$ 200	\$ 65	\$ 10

Individuals Using Facility for Meeting Only - NO FOOD OR DRINK

<i>Number of People</i>	<i>refundable</i> DEPOSIT Resident & Non-Resident	<i>non-refundable</i> RENTAL FEE Resident	<i>non-refundable</i> RENTAL FEE Non-Resident
1 - 10	\$ 100	\$ 12	\$ 32
11 - 25	\$ 100	\$ 30	\$ 65
26 - 75	\$ 100	\$ 60	\$ 100
76 - 170	\$ 100	\$ 90	\$ 130

Private Parties and Individuals

<i>Number of People</i>	<i>refundable</i> DEPOSIT Resident & Non-Resident without Alcohol	<i>refundable</i> DEPOSIT Resident & Non-Resident with Alcohol	<i>non-refundable</i> RENTAL FEE Resident	<i>non-refundable</i> RENTAL FEE Non-Resident	<i>non-refundable</i> ALCOHOL PERMIT FEE Resident & Non-Resident
1 - 50	\$ 200	\$ 300	\$ 60	\$ 100	\$ 10
51 - 100	\$ 250	\$ 350	\$ 180	\$ 230	\$ 10
101 - 170	\$ 300	\$ 400	\$ 270	\$ 330	\$ 10

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 using the dollar amounts associated with the items identified on the CLOSING CHECKLIST document.

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 WARMER, REFRIGERATOR, OR FREEZER IN KITCHEN !!!

General Rules:

1. Space at the Hudson Community Center will be available on a first-come, first-served basis, with priority given to non-profit organizations 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 the 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 for bringing 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.

Signature of Licensee or Representative

Date