



Rental Agreement and Rental Rules
Howard Miller Library and Community Center
14 S Church Street Zeeland, MI 49464
PO Box 57 Zeeland, MI 49464
616-772-0879
Make checks out to City of Zeeland

This Rental Agreement is entered into between the City of Zeeland ("City") and the Renter as indicated below. This rental agreement is subject to the following terms and conditions:

General Rules:

1. All weekday activities, including clean up, must be completed by 10:00pm. Saturday events must be completed by midnight.
2. Tacks/nails or tape are NOT to be used on the furniture, walls, or woodwork.
3. All tables are to be protected from hot dishes.
4. No glitter or confetti allowed.
5. All furniture is to be protected from any craft materials such as tape or glue that might mark the tables, etc.
6. No candles are permitted due to fire regulations and NO SMOKING is allowed in the building.
7. Garbage is to be sealed in plastic bags (provided in the kitchen area) and placed in the dumpster west of the building.
8. Doorways and exits must be accessible at all times – No equipment or decorations shall obstruct doorways.
9. Table and chair set-up and teardown will be done by the City.
10. A floor plan of the desired setup should be communicated to the Community Center Coordinator no later than noon on Thursday the week prior to the rental date. Failure to submit a set up plan may result in the cancellation of the reservation.
11. Specialized equipment (such as food warmer, small freezer, etc) must be requested and noted on the floor plan instructions.
12. NO ALCOHOLIC BEVERAGES OR OTHER CONTROLLED SUBSTANCES ARE ALLOWED IN THE BUILDING OR ON THE PROPERTY. **City Ordinance 28-284 prohibits the sale or distribution of alcohol on City property.** Renters and guests will be held accountable for any violation of this ordinance. A violation of this ordinance is a misdemeanor punishable by 90 days and/or \$500 fine.
13. Noise and music must not interfere with other users of the building. Renter agrees to reduce the volume of noise upon request.
14. No activity shall take place that causes any strong or offensive odors on the premises.

15. No pets or animals shall be allowed on the premises without written permission from the City.
16. A responsible adult, age 21 or older, must sign the Rental Agreement before anyone will be permitted to use the Community Center Rooms. That adult will be liable for guaranteeing compliance with all rules and shall be liable for any damage to the premises. Youth activities must have a responsible adult, 21 years of age or older, in attendance. Individuals may be prosecuted for a violation of any City Ordinance or State Law.
17. The person signing this Rental Agreement and rules stated herein is responsible for the rented room and contents of said room during the hours of the scheduled event. The signer of the Rental Agreement is responsible to see that the designated staff member is called to come lock up the building at the end of the event. **DO NOT LEAVE THE BUILDING UNATTENDED OR UNLOCKED AT ANY TIME.**
18. Individuals or groups are financially responsible for any repair and/or replacement should any injury, damage, or loss occur. Any injury, damage, or loss shall be reported immediately to the Community Center Coordinator or other person designated by the City.
19. A \$75.00 Room Cleaning Deposit will be assessed on all weekend social events. The deposit will be refunded to the renter unless the room, hallways, or bathrooms need cleaning beyond normal sweeping and tidying.
20. A cleaning fee of \$50.00 per hour will be charged if the facility is not left in proper condition. If clean up by the City is required, a minimum charge of \$50.00 will be assessed.

Kitchen Usage, Food Preparation and Service Rules:

1. All groups desiring to use the kitchen must receive permission from the Community Center Coordinator.
2. All persons and organizations that use the kitchen are responsible for cleaning up properly.

Day of the Week	Date	Room	Event Starts	Event Ends

Renter Name: _____
 Address: _____
 Phone: _____
 Email: _____

Renter's Signature _____ Date _____
The City reserves the right to make and enforce additional rules during the course of the event for the well being of the public or for other private groups.

Emergency – Police or Fire Departments

1. Choose "Pooled Lines" button on the phone
2. Dial 911

Building Lockup – do not leave the building unlocked at any time.

1. Choose "pooled lines" button on phone
2. Dial 9(616)218-2696 or other number posted in the room. Someone will be in shortly to lock up the building.