

Building Usage Agreement

Palmer Park Recreation Center

Rooms Rented: _____

Date of Event: _____ Day of Week: _____

Activity: _____ Number Attending: _____

Time: _____ Staff Time Needed: From _____ to _____

Group Name: _____

Contact Person: _____ Contact's Phone Number: _____

\$50 Deposit (Cleaning/Damages) Submitted – Ck # _____.

Must be in check form and is due at the time of signing this contract.

Rental Fee: \$ _____

Full rental amount is due 14 days prior to the event.

Rental Fee must be paid by: ____/____/____

Fees will be charged from the time the renter arrives to the time he or she leaves. This includes any setup/tear down time that he or she requires.

At the time of signing this rental agreement, the \$50 deposit check (cleaning/damages) is due. The check will be returned; if the building is left in the condition it was found. In the event of cancellation, less than fourteen days prior to the event, the lessee will forfeit the \$50 deposit check.

Building Rental Rates:

Resident & Non-Profit Rate - \$25 per hour

(Monday - Thursday)

Non-Resident Rate - \$35 per hour

(Monday - Thursday)

****Friday – Sunday \$50 per hour, 3 hr. minimum
(Same rate for everyone)**

Set up Required and/or Special Notes

This agreement is entered into as of _____ by and between _____ (Renter) and the City of Port Huron.

By signing this contract, you are stating that you have read the Rental Guidelines which are incorporated herein by reference, agree to abide by their terms, and have been given a copy for your records. As the person, taking responsibility for the Palmer Park Building facilities on the dates indicated on the Building Usage Agreement, I agree, on behalf of myself and my organization, to abide by the conditions put forth.

I understand and agree that the City of Port Huron, a Michigan Municipal Corporation, and its employees, assume no responsibility for any injury or property damage or loss that might be suffered during the activity or program indicated and the group named above assumes the risk for personal injury or loss or damage to property.

Renter Signature: _____ Date: _____

Full Name (printed): _____ Title: _____

Approved by: _____ Date: _____