



## REDBUD CITY CENTER RENTAL FORM

131 S. OAK ST BUCHANAN, MI 49107

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_ Email: \_\_\_\_\_

NOTE: the rental fee may be waived if the applicant entity is a non-profit group or an approved local community event/organization.

Is your organization a non-profit or a local community organization? **YES** **NO**

Rental Fee Waived: **YES** **NO**

### FEES AND CHARGES

Resident Rental Fee: \$150.00 (*show ID for City of Buchanan residency*) Date Paid: \_\_\_\_\_

Non-Resident Rental Fee: \$200.00 Date Paid: \_\_\_\_\_

Key Possession Refundable Deposit: \$50.00 Date Paid: \_\_\_\_\_

➤ *deposit payment is due at key pickup, see the terms below*

Rental Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refund Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_ Ineligible ☐

➤ *completed at key return*

### TERMS AND REGULATIONS

#### Facility Rules and Information

1. NO smoking inside the building.
2. NO alcohol allowed on the premises.
3. NO weapons or firearms allowed on the premises.
4. NO animals allowed.
5. NO littering.
6. NO more than 100 people - the limit of people at The Redbud City Center is based on the fire code
7. NO tape, glue, thumbtacks, or other hanging apparatuses may be used on the walls, ceiling, or lights.
8. Thermostat is to be left at 70 degrees.
9. The building is City owned and is subject to walk through and inspection by Police Department personnel at any time during your rental.

10. The premises are monitored with video surveillance equipment.
11. All rental dates are secured on a first come first serve basis once full payment is received. The key deposit must be paid by cash or check only – no deposits will be taken by card – upon key pick up.
12. Rental is available between 8am-midnight.
13. Amenities: 58 White Foldable Chairs, 6 Round White Tables, 8 White Rectangular 8ft Tables, 1 White Rectangular 6ft Table. A Prep Kitchen complete with a stove, oven, microwave, dishwasher, refrigerator, mini fridge, coffee maker and kitchen sink. *(photos of the interior are on our website)*

#### Renter Responsibility

1. Key pick up and return takes place at Buchanan City Hall. Deposits made at pick up will be refunded upon key return. The keys must be returned within one week following the rental date, the renter's deposit will be considered surrendered if not. If the key terms are broken the renter will be ineligible for a deposit refund.
  - a. *key pick up/drop off is limited to City Hall operating hours, weekend rentals plan accordingly*
2. Note that the **door automatically locks**, someone from the inside must open the door to allow people in.
3. Renters are responsible for cleaning the facilities indoor and outdoor spaces as used, please be sure to;
  - a. Bring your own trash bags
  - b. Wash and put away any used dishes
  - c. Clean counter tops, tables, bathroom sinks, appliances, and any other used surfaces
  - d. Put all tables and chairs away
  - e. Sweep and mop floors
  - f. Check the fridge to remove leftover items
  - g. Take trash out (bathroom and kitchen)
  - h. Turn off the lights when you leave and check that all doors are secure and locked
4. Vacate the premises at the scheduled time - all rental activities and clean up must be concluded by midnight.
5. The renter shall not damage or remove property of any sort, on the premises. If the premises are not left in a satisfactory state, an additional bill of \$150 plus the cost of repairs will be billed.
6. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, social distancing and wearing of masks or other face shielding as required or as advised and to provide sanitizer/disinfectant stations for whatever the most recent county or state health mandate may be.

#### **AGREEMENT**

I have read the above terms and regulations and will fully comply with them, and the items listed. I understand that I and other members of the reserving party must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable cleanup and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_