

119 E. Michigan Avenue, Clinton, MI 49236

Village Office: (517) 456-7494 Email: voc.smith.kimball@gmail.com

Smith-Kimball Community Center: 211 Tecumseh Street, Clinton, MI 49236

## SMITH-KIMBALL COMMUNITY CENTER RENTAL CONTRACT

### EVENT DETAILS

Reservation Date (month, day, year):

Rental time blocks (select one):

Half Day 9:00 AM to 3:00 PM  
 Half Day 4:00 PM to 10:00 PM  
 Full Day 9:00 AM to 10:00 PM

Arrival Time: \_\_\_\_\_ : \_\_\_\_\_  AM /  PM

Additional hours to add on (\$25 each)

7:00 AM to 8:00 AM  10:00 PM to 11:00 PM  
 8:00 AM to 9:00 AM  11:00 PM to Midnight

Departure Time: \_\_\_\_\_ : \_\_\_\_\_  AM /  PM

Event Type:

Approximate Number of Attendees:

**Check the box of the area you are reserving. Other areas of the building/property may be rented to other parties simultaneously and cross-traffic may occur.**

**1<sup>st</sup> Floor**



Restrooms – Yes  
 Kitchen – Yes  
 Tables & Chairs – Yes  
 TV, USB/HDMI use – Yes  
 Wi-Fi – Yes

**Rental Rate**

½ Day: \$91 / Full Day: \$182

**Resident Rate**

½ Day: \$68 / Full Day: \$136

**2<sup>nd</sup> Floor**



Restrooms – Yes  
 Kitchenette – Yes  
 Tables & Chairs – Yes  
 TV, USB/HDMI use – No  
 Wi-Fi – Yes

**Rental Rate**

½ Day: \$88 / Full Day: \$176

**Resident Rate**

½ Day: \$65 / Full Day: \$130

**Outside**



Restroom – Yes  
 Kitchen – No  
 Tables & Chairs – No  
 TV, USB/HDMI use – No  
 Wi-Fi – If signal reaches

**Rental Rate**

½ Day: \$63 / Full Day: \$126

**Resident Rate**

½ Day: \$38 / Full Day: \$76

**Building & Grounds**



Restrooms – Yes  
 Kitchen & Kitchenette – Yes  
 Tables & Chairs – Yes  
 TV, USB/HDMI use – Yes  
 Wi-Fi – Yes

**Rental Rate**

½ Day: \$179 / Full Day: \$358

**Resident Rate**

½ Day: \$138 / Full Day: \$276

Renter's Name:

Address:

City:

State:

Zip:

I live in the Village of Clinton (Resident rate applies)  I live outside of the Village of Clinton (Rental rate applies)

Phone:

Email:

**A copy of your Photo ID will be required.**

# SMITH-KIMBALL COMMUNITY CENTER RULES AND REGULATIONS

1. The renter signing the contract must be at least twenty-one years of age and on the premises during the scheduled event/meeting. The renter will be solely responsible for the condition of the building/grounds.
2. Schedule changes require 48 business hour notice. The building will be locked within 1/2 hour if a group does not show up for their scheduled time and their rental fee and deposit may be forfeit.
3. Cancellation within 30 days of event will result in forfeit of the rental fee and deposit. Cancellation of event will result in forfeit of the deposit. Renter can petition the SKCC Board for reconsideration.
4. Leave the building and grounds as found.
5. Alcohol is allowed, provided proof of Homeowner's Insurance (Certificate of Insurance) is submitted with the Rental Contract.
6. **Non-table decorations, requiring rope/string or adhesive, must have prior Board approval.**
7. Any personal property brought in or used at the center is the sole responsibility of the renter. Personal property left behind will be forfeited.
8. Prohibited
  - Illegal drugs of any kind on the premises
  - Smoking (tobacco and vaping) on the premises
  - Pets on the premises
  - Open flames: candles, lanterns, etc. on the premises
  - Turkey fryers or bonfires/campfires on the premises
  - Motorized vehicles on the lawn

9. Deposit Refund (other than cancellation): **Violation of any rule or regulation will forfeit your deposit.** Examples of violations: • counters/tables/chairs left dirty • floors/carpet left dirty • trash not taken out • furniture/fixtures not returned to their original location (*refer to Rental Guide*) • non-service dogs on the property.

10. Contact Information: [voc.smith.kimball@gmail.com](mailto:voc.smith.kimball@gmail.com). IF THERE IS A NON-EMERGENCY PROBLEM, **contact numbers are posted on the building, outside the kitchen door.**

I agree to indemnify, defend and save harmless the Smith-Kimball Community Center and the Village of Clinton, its officers, agents and employees from and against all loss or expense (including cost of attorney fees) by reason of liability imposed by law upon the Village of Clinton, its officers, agents and employees for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons, on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the rental party, Village of Clinton, its officers, agents and employees.

I certify that I have read the rental Rules & Regulations and further agree to have my group abide by the terms and conditions provided therein.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check payable to: Village of Clinton.** Drop-off or Mail contract to: Village of Clinton, 119 E. Michigan Avenue.

## VILLAGE USE

Rental Fee: \$	Deposit: \$100.00	Check #	
----------------	-------------------	---------	--