

BARBER SCHOOL COMMUNITY BUILDING RENTAL AGREEMENT

102 West Exchange St, Spring Lake MI 49456
P: 616-842-1393 F: 616-847-1393
connor@springlakevillage.org



EVENT INFORMATION

Date of Function: _____ Time of Function: _____ TO _____

Name of Lessee*: _____

Address: _____

Phone Number: (_____) _____ HOME CELL WORK

Email: _____ @ _____

Number of People Expected: _____ CAPACITY OF **70 PEOPLE**

**This person must be on-site for the duration of the event and will be held liable for any and all damages to the facility.*

PLEASE ANSWER THE FOLLOWING:

RENTAL: OUTDOOR INDOOR COVER MURAL: YES NO

WILL ALCOHOL BE SERVED: YES NO IF YES, SEE FOOD & ALCOHOL RULES

TOTAL HOURS TO BE UTILIZED: (INCLUDE SET UP AND CLEAN UP TIMES): _____

Barber School Fees

Rental Fee: \$ _____

Security Deposit: **\$175.00**

TOTAL AMOUNT: \$ _____

Date Paid: ____/____/____

Security Deposit Check Number: _____

Date Paid: ____/____/____

Security deposit must be made out in a separate check.

Payments and application must be completed in full to reserve the building for date of event.

LESSEE INITIAL: _____

I (Lessee) have read and received a copy of the Rental Guidelines and clearly understand what my responsibilities and duties are. I (Lessee) assume responsibility for proper payment of all charges outlined above and agree to pay in full. I understand that by signing below, I (Lessee) am the responsible party and will be present during the entire event. If any additional costs are incurred during the time of event, the Village of Spring Lake will bill for those services and/or items. I agree to comply with all RULES & REGULATIONS or may be subject to forfeiture of my security deposit.

Signature of Lessee: _____ Date: _____

Village Leasing Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY

Key #: _____

Key Returned: YES NO

Security Deposit Returned: _____

Check #: _____

VALIDATION - REGISTER IMPRINT

BARBER SCHOOL RENTAL RATES

(Effective for rentals from 07/01/2022 through 06/30/2023)

VILLAGE RESIDENT OR TAXPAYER (INCLUDES VILLAGE AND TOWNSHIP EMPLOYEES)

Monday through Thursday.....\$310 (includes \$85 cleaning fee)
Friday through Sunday/Holiday.....\$410 (includes \$85 cleaning fee)
Security Deposit.....\$175 (separate check required)

NON-RESIDENT

Monday through Thursday.....\$410 (includes \$85 cleaning fee)
Friday through Sunday/Holiday.....\$510 (includes \$85 cleaning fee)
Security Deposit.....\$175 (separate check required)

NON-PROFIT RATE*

Monday through Thursday.....\$100 - Full Day (5+ hours)
Security Deposit.....\$175 (separate check required)

OUTDOOR SPACE

Lawn/Gazebo Only - Resident (2 hours).....\$45
Lawn/Gazebo Only - Resident (Full Day).....\$150
Lawn/Gazebo Only - Non-resident (2 hours).....\$65
Lawn/Gazebo Only - Non-resident (Full Day).....\$275

*A tax-exempt certificate from the State of Michigan must be submitted to receive the 501(c)3 non-profit rate.
*A separate check to cover deposit costs must be made out in addition to other specified charges

USE OF BARBER SCHOOL COMMUNITY BUILDING

The restoration of the historic Spring Lake Schoolhouse was thoughtfully planned and carefully executed by the members of the Spring Lake Heritage League. The school was restored by the volunteer efforts of many individuals, charitable foundations, and businesses that gave their time, building supplies and skills. The Spring Lake Village Council welcomes your interest in renting Barber School. The facility is available for meetings, celebrations, and various other gatherings. Respect is required for its care and upkeep. The people of this community ask that you and the group utilizing the community building to please care for it while enjoying your activities. We hope your event will be a success and you find the facility suited to your needs.

LESSEE INITIAL: _____

BARBER SCHOOL COMMUNITY BUILDING
RULES AND REGULATIONS

**** (Capacity limited to 70 persons per Fire Marshal)****

GENERAL:

1. All users of the facility shall receive a copy of the rules and regulations and sign a rental agreement form, indicating they understand the rules and regulations presented to them.
2. Rental of Barber School includes the great room, kitchen, and bathrooms.
3. The great room capacity is 70 persons.
4. All events must conclude, and the building is vacated by 12:00AM or a penalty of \$100.00 will be imposed.
5. Renter is responsible for setup and removal of tables and chairs.
6. Barber School must be left in the same order as it is found. Tables must be cleared of everything; kitchen must be cleaned and all decorations removed.
7. The permanent dais may be used for serving food and displays, any food & debris must be removed.
8. Smoking is prohibited in the Barber School Community Building. Please inform your guests prior to their arrival. There is a designated smoking area clearly posted at the rear of the building.
9. No alcoholic beverages are allowed outside the Barber School Community Building. *Sec 50-104(3), Village of Spring Lake Code of Ordinance.*
10. The leasing individual, group or organization agrees to abide by all applicable laws, rules, and regulations.
11. Barber School Community Building may not be used for discriminatory practices proscribed by the Federal, State and City law, ordinance, rule or regulation.

RESERVATION & AMENITY RENTALS

1. Reservations can be made through the Village Hall office. Office hours are Monday through Friday from 8:00AM to 5:00PM. Appointments are advised for planning and scheduling events.
2. Reservations are not final until payment has been received and the application is processed by Village staff.
3. Arrangements for services and amenities must be finalized and paid for at least 2 weeks prior to the scheduled event.

PAYMENT & DEPOSIT

1. Barber School Community Building only accepts checks for payment. Checks must be written on the account of the Lessee.
2. Full rental fee and security deposit are due at the time of scheduling. Please make separate checks for each, which can be mailed or dropped off to the Village Hall at 102 West Savidge Street, Spring Lake, Michigan 49456. Make checks payable to the Village of Spring Lake. The security deposit will be returned after the inspection by Village staff and return of the key either to the office or one of our two-drop boxes located at the front of the office or behind the building within 48 hours.
3. A \$175.00 refundable damage/security deposit is required. Following the event, if the rental space is left in satisfactory condition, all charges have been paid in full and the event is out by midnight - the security deposit will be returned.
4. Additional charges that are incurred during the event must be paid within (5) days following the event.

LESSEE INITIAL: _____

CANCELLATIONS

1. Deposits will be fully refunded if the cancellation occurs 60 days or more prior to the event AND the room can be reserved with another comparable event. The deposit will not be returned or refunded until another event is scheduled.
2. Events cancelled from 31-59 days before the date of the event will forfeit 50% of the deposit.
3. All events cancelled within 30 days of the event will forfeit the full deposit.

FOOD & ALCOHOL

1. A licensed and insured beverage service is required to dispense any alcoholic beverage.
2. Due to the State of Michigan Liquor Control Commission, cash bars are prohibited.
3. Alcoholic beverages not dispensed by a licensed and insured beverage service will be confiscated and discarded. Lessee should expect a random inspection by an Ottawa County Sheriff's Deputy during their event.
4. Beverage service MUST end one-half hour before the end of the scheduled event.
5. NO kegs are allowed.
6. Village Council to approve BYOB with authorization three months prior to event - whereas Lessee obtains insurance and indemnifies the Village.

CLEANING OF BARBER SCHOOL

An \$85 cleaning fee is included for every rental. This fee covers a cleaning crew to come in after your event to ensure the facility is clean and ready for the next renter. The Village pays a commercial cleaning company \$85 per hour to maintain Barber School. If it takes the cleaning company longer than one hour to clean the facility, the additional costs will be passed on to the renter and deducted from the security deposit. In other words, the cleaner you leave the facility, the less time it takes the cleaning company to prepare for the next renter and the greater likelihood you get your full deposit back.

The cleaning company performs the following services:

- Clean and sanitize both restrooms
- Partitions wiped down, bowl, and urinals cleaned & sanitized
- Mirrors cleaned vacuum all carpeted areas
- Mop all hard flooring
- Vacuum all carpeted areas
- Wipe down all counters in kitchen areas
- Entrance windows cleaned (removed fingerprints, etc.)

Carpet cleaning is not part of the cleaning crew's task list. If there are spills or stains on the carpet that need to be removed, the cost associated with the carpet cleaning will be deducted from the deposit.

The renter should leave the cleaning checklist on the kitchen counter for the cleaning crew to review.

LESSEE INITIAL: _____

KITCHEN AND BATHROOMS

1. Barber School Community Building warming kitchen is not equipped with pots, pans or table service of any type. The kitchen is equipped with a refrigerator, microwave and a stove for rental use. No other items are available.
2. The kitchen must be left in the same manner as it was when rented. The refrigerator must be empty, and all appliances wiped clean. Please take care of any spills that occur in the appliances. All trash needs to be removed from the kitchen and placed in bins provided on the south side of the Barber School.
3. All trash needs to be bagged, removed from the bathrooms and placed in the bins provided on the south side of the Barber School.

DECORATIONS

1. USE OF BUILDING: No alterations, changes or replacements shall be made to any part of the structure, including walls, ceilings, doorways or other parts of the facility by any person.
2. Items are not to be taped or tacked on walls, ceilings, doors or surfaces in any of the Barber School facility.
3. No materials shall be placed or stored in any of the storage rooms of the facility. The Village of Spring Lake assumes NO responsibility for items, which are placed in the building.
4. At no time shall anyone interfere with the furnace or the lighting (no streamers or balloons may be attached to the light fixtures at any time). The Lessee must remain on the premises of the facility, at all times. This person shall assume full legal responsibility for actions of all persons on the premises and for damages to the building or its grounds.
5. Confetti, glitter and rice are not allowed anywhere on the premises (indoors or outdoors).
6. Candles are required to have glass shields or hurricane lamps. No open flames are allowed.
7. Barber School has picture rails on the walls to be utilized to hang decorations.

TAX EXEMPTION

1. At the time of the reservation, an IRS tax-exempt certificate from the State of Michigan must be submitted in order to receive the 501(c)3 non-profit rate.

LIABILITY AND DAMAGE

1. The Village of Spring Lake reserves the right to inspect and control all functions. Liability for any damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all attendees.
2. The Village of Spring Lake will not assume the responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles up for display can be made prior to the event.
3. The renter agrees to indemnify and hold harmless the Village of Spring Lake, its agents, and employees from and against all claims, damages, losses and expenses including attorney fees arising out of, or resulting from claims from the leasing of Barber School Community Building.

OTHER

1. Absolutely NO animals are allowed on the property with the exception of licensed and insured service dogs pursuant to ADA laws.
2. See Rental Checklist. Please read all rules before rental date.
3. Renter must clean up and vacate the building by the designated reservation ending time. Please turn off all lights and fans, if in use, and lock all doors.

LESSEE INITIAL: _____

ACT OF GOD

If, for any reason, and unforeseen event occurs, including but not limited to: fire, casualty, labor strike or any other unforeseen occurrence which renders impossible the fulfilling of any term of this lease agreement, the renter shall have no right to claim for damages against Barber School Community Building.

LESSEE INITIAL: _____

BARBER SCHOOL COMMUNITY BUILDING RENTAL CHECKLIST

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PLEASE LEAVE THIS FORM ON THE COUNTER AFTER YOUR EVENT

LESSEE: _____

DATE RESERVED: _____ / _____ / _____ FROM: _____ TO: _____

AUTOMATED EXTERNAL DEFIBRILLATOR ON SITE

THE FOLLOWING IS A LIST OF RULES THAT ARE THE RESPONSIBILITY OF THE INDIVIDUAL RENTING THE COMMUNITY BUILDING. FAILURE TO PERFORM THESE RESPONSIBILITIES WILL FORFEIT A PORTION OF THE SECURITY DEPOSIT PER ITEM LISTED ACCORDING TO THE AMOUNT CHARGED TO US FOR CLEAN UP. MALICIOUS DAMAGE TO OR THEFT OF THE DEFIBRILLATOR WILL RESULT IN AN ADDITIONAL PENALTY. THANK YOU FOR YOUR COOPERATION.

RENTER	TASK	CLEANING CREW
	If you notice any stains (or other issues or concerns) on the carpet, please take a picture to indicate it was present prior to your use. Email pictures to connor@springlakevillage.org PRIOR to your event. If carpet should require cleaning because spills or abuse, the cleaning fee will be deducted from the security deposit.	
	Remove all food/litter/debris from the dais and floors.	
	Sweep and mop hard flooring.	
	Return the chairs and tables to their respective closets. Chairs in the northwest corner closet and tables in the southeast corner closet.	
	Remove all trash from the building, including the restrooms. There is a bin outside the south door in which to place trash.	
	Remove any spills or food from the counters, sink, refrigerator, stove and oven.	
	What time was Barber School vacated?	
	Was the facility vacated prior to cleaning crew's arrival?	
	Please sign and place this checklist on the kitchen counter when done.	
	Return the key to Village Hall or place in the drop box. (One free-standing on the south side of Village Hall or one affixed on the north side of Village Hall.)	

The following items will be performed by the cleaning crew. If these items take an excess of 1 hour to perform because the facility has been left in poor condition, the additional time required to clean the facility will be deducted from the security deposit:

- Clean and sanitize both restrooms
- Mirrors cleaned
- Vacuum all carpeted areas
- Mop all hard flooring, if necessary
- Wipe down all counter tops in the kitchen
- Entrance windows cleaned (remove fingerprints)

Thank you for your interest in Barber School Community Building. Please list any comments or concerns below. (I.e. burned out light bulbs, etc.)

I hereby acknowledge all items on the checklist have been completed prior to vacating the premises.

SIGNATURE OF LESSEE

_____/_____/_____
DATE