

**ROGERS LODGE
219 Rogers Lodge Dr
RENTAL AGREEMENT**

RENTAL INFORMATION:

Name _____ Rental Date: _____
Address _____ Time Block: 11:00am – 5:00pm
City _____ State _____ Zip _____ 6:00pm - Midnight
Phone _____

ATTENTION

Deposit is due at the time this agreement is submitted. Rental payment is due at the time the key is picked up. Make the check payable to the **City of Clio**. Return this form signed to the City Offices, 505 W Vienna St., Clio, MI with any other requested documents. Forms must be signed by the applicant only and any payment deemed refundable will be mailed to the person whose name and address appear on the form.

RENTER'S AGREEMENT:

I, the undersigned, understand and agree that by signing and dating this agreement I certify that I have read the "Rental Terms and Conditions" contained herein and I agree to be bound by them.

SIGNED: _____ DATE: _____

***Will food be catered into the facility? Yes No

If yes, person in charge of food _____

FOR OFFICIAL USE ONLY

Deposit Paid: \$ _____ Date: _____ Fee Paid: \$ _____ Date: _____
Received by: _____ Received by: _____

Key Information - Key # _____ Date checked out _____ Date returned: _____
Deposit Returned - Check No.: _____ Amount: \$ _____ Date _____

Insurance Carrier: _____

RENTAL TERMS AND CONDITIONS:

- The City of Clio rents Rogers Lodge for \$125 per rental time block to use the facility. There is a \$100 refundable deposit due at rental. The rental fee is due at the time the key is picked up.
- Each rental date requires a separate agreement made and fees paid including deposit.
- The renter will not bring nor consume alcoholic beverages nor smoke on the premises.
- The City of Clio rents Rogers Lodge on a first come, first serve basis. Payment of the applicable fees, submission of additional documentation, where applicable, and completion of this form will be the only acceptable evidence that Rogers Lodge is rented for the date and time(s) claimed.

- The renter pays a \$100 refundable deposit at the time of signing this agreement. The person signing this agreement is personally responsible for returning the premises in the same condition as when the renter took possession, excluding ordinary and reasonable wear and tear. The renter will be charged for any damage attributed to them plus forfeiture of the deposit.
- All activities, including set up and clean up, will be conducted within the time block rented. The renter will vacate Rogers Lodge by the scheduled time.
- The City of Clio rents Rogers Lodge “as is.” The renter will conduct an inspection upon taking possession of Rogers Lodge and report any damage found as a result of the inspection when returning the key to the City Offices. The renter is responsible for making sure the building is clean upon leaving according to the checklist that is provided.
- 2 trash bags will be supplied. Brooms/mops to clean are located in janitor’s closet. **The renter will place all refuse outside in dumpster located in parking lot.**
- The use of the kitchen is for serving food only. Please do not use any of the dishes or silverware owned by the Lodge.
- **The fireplace may NOT be used.**
- The City will accept the deposit from and return it only to the person signing this agreement.
- The person signing this agreement is responsible to ensure that any key assigned has been returned. **If the assigned key has not been returned within two (2) business days of the rental date, the renter will forfeit the deposit.**
- The appropriate amount of the deposit will be returned within 14-days of when the key is returned. The City does not hold deposits as a guarantee for future rentals.
- No key will be released any sooner than 48 hours before the rental date. Renters will pick up the key on the **Thursday or Friday before rental date by 4:00 P.M.** If a City employee comes in after hours or a police officer comes to open the building, the renter forfeits the deposit.
- Decorations, if used, will be put up with tape only; no nailing, stapling, or tacking will be allowed inside or on the outside of the building. Outside signs may be put up the day of rental and taken down the day of rental. Any signs posted before or after rental will be destroyed by the City. Renters will lose a portion of their deposit for any signs that the City has to remove.
- All cancellations will be made in writing. Any renters canceling before 30 days of the proposed rental date will be refunded the \$100 deposit. If the agreement form was completed and fees paid within 30-days of the proposed rental date and the renter cancels up to 7 days before the proposed rental date, the renter will be charged a \$50 administrative fee; on the 6th day or less a \$100 fee administrative fee will be charged.
- By signing, the rentee agrees to defend, indemnify and hold harmless the City of Clio from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from the rentee by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the rentee, or by third parties, or by the agents, servants, employees or factors of any of them on the premises known as Rogers Lodge.
- Any noncommercial renter will provide evidence that he or she has “personal liability” coverage in force in the minimum amount of \$300,000 including property damage coverage.
- Commercial renters will provide the City with evidence that they have workers compensation and employers liability insurance; general liability (occurrence basis only) insurance with the following coverage extensions (1) broad form general liability endorsement or equivalent, (2) independent contractor coverage, (3) contractual liability, and (4) products liability/completed operations with the City named as “additional insured,” and vehicle liability coverage, and no-fault coverages including all owned, non-owned and hired vehicles, where applicable and with liability limits not less than \$500,000 per occurrence and aggregate for personal injury, bodily injury and property damage.