

ROGERS CITY AREA SENIOR & COMMUNITY CENTER

RULES FOR USERS OF THIS FACILITY

1. 50% or more of any donation should be made when booking the event. Balance is due when you pick up the key to the facility.
2. The person signing this agreement is the "PERSON IN CHARGE" and must be 21 years of age or older and is responsible for complying with these rules.
3. If alcoholic beverages are to be served the "PERSON IN CHARGE" will supply his own bartender, get any licenses or permits required by the Michigan liquor law, see that no alcohol is served to minors, make certain that no alcohol leaves the premises during the event, stop serving alcohol at 1 AM and vacate the premises by 2 AM and provide proof of liability insurance to cover the event. (In many cases an individual putting on the event may be covered by a homeowner policy, check with your insurance agent.) SMOKING is not allowed in the facility. Copies of permits/licenses must be provided to the facility.
4. Immediately after the event the "PERSON IN CHARGE" is responsible for clean-up and putting everything in the same order in which it was found. (The floor is to be swept and dry-mopped only.) The dumpster may be used for a reasonable amount of trash from the event. If clean-up cannot be performed after the event, prior arrangements should be made with the facility manager as it must be cleaned and vacated by 10 a.m. of the following day to made ready for the next user. Failure to clean up to specifications will result in cleaning fee of \$100.00. DOORS TO THE FACILITY MUST REMAIN CLOSED AT ALL TIMES.
5. No facility equipment is allowed to leave the premises and any broken, damaged or missing items will be paid for by the "PERSON IN CHARGE" at full replacement cost. The center is not responsible for articles lost or stolen. The facility no longer provides tablecloths or decorations for private events. Under no circumstances can any decorations be affixed to the walls or ceiling with tape, tacks or any adhesive.
6. The kitchen is licensed by the Presque Isle County District Health Department #4.
7. If a caterer is used, he or she must be licensed and possess a Food Protection Manager and/or Person in Charge Certificate from the County District Health Department #4 and sign this agreement and along with his or her license number. The center takes no responsibility for problems arising from food or drink not provided by the center.
8. We require a two week notice for any cancelation. If you cancel your event less than two weeks in advance, a \$50 donation Cancellation Fee will be charged.
9. When you reserve the date and time of your event, please keep in mind the amount of time you will need for setup and decorating. We try to accommodate everyone, and if available, we may be able to allow decorating the night before; however, this is not always the case. If you rent the facility for only half a day, there may be times we cannot let you in prior to your reserved time for preparation. Please plan accordingly.

I have read and understand the above rules and agree to follow them.

Signature	Printed Name	Event Date
Organization if applicable	Address	Phone Number
Caterer's signature if used	Caterer's printed name	License Number
		Date

RECEIPT for use of facility on _____

	Half Day	Full Day	
Lounge Area	\$ _____	\$ _____	
Main Hall	\$ _____	\$ _____	Key Out _____
Kitchen Warm Up	\$ _____	\$ _____	
Kitchen Full Use	\$ _____	\$ _____	Key In _____
All of Facility	\$ _____		
Totals	\$ _____	\$ _____	TOTAL \$ _____

Received from _____ the amount of _____ dollars.

Balance due \$ _____

Signature of facility representative Date