

KEY DUE BACK: _____

CITY OF DEXTER RESERVATION FOR DEPOT/MUNICIPAL BUILDING

Facility Being Used: Municipal Building Depot Caboose

Key # Issued: _____ Key Returned: _____

Deposit Returned: Y N _____

Reason for using facility and items being brought to facility: _____

Name of Reserving Party: _____ Phone: _____

Address: _____ City: _____ State: _____

Zip: _____ Email: _____

Dates and time of Rental: _____ Rental Fee: _____ Deposit: _____

Total Rental Fee Due: _____ Cash Check Debit Credit Copy of Driver License: Y N

RENTAL TIME INCLUDES SET UP TIME AND CLEAN UP TIME. IF RENTER IS IN THE FACILITY OTHER THAN THE TIME RENTED OR KEY IS IN POSSESSION OF ANYONE OTHER THAN RENTER=LOSE DEPOSIT AND RENTAL(S) AND CAN NO LONGER RENT FACILITIES.

Renter may call ahead of time to reserve. Renter will have 7 days to pay required fees. If fees are not paid in 7 days, renters name will be removed from the book and spot will be vacant again. All reservations must be paid prior to rental date. In the event the renter wishes to terminate agreement, termination must be made within 5 days prior to scheduled date in order to receive any refund or to reschedule. If the renter decides to terminate agreement to receive refund, the renter is responsible for \$25 administration fee. Any rescheduling will be strictly under availability of reservation schedule. If renter cannot use facility due to winter weather, renter must call the office to be eligible to reschedule rental date.

Renter must be at least 21 with valid ID. Renter must secure building and return key. There are no pets allowed on premises, no drugs/alcohol, no roller blading or roller skates. Renter must follow all guidelines set by the City of Dexter.

All rental money must be paid in full before rental period. No exceptions. The key must be returned within two (2) business days or the renter forfeits deposit. For any days after the 2 days the key is not returned, the renter will be charged the rental fee for everyday it is not returned. In the event the key is lost or stolen there will be a charge of \$100. If renter rents facility for 4 consecutive weeks renter can hold key until the end of last rental and will have 2 business days to return key or deposit is forfeited. If the reservation is approved, three (3) copies of this application will be made. One for the city of Dexter, one for police and one for renter. All copies will be signed and dated by applicant along with receipt for rental fee. In the event the reservation is not approved the application fee will be refunded promptly. In all other circumstances there will be no refunds.

If for any reason the Dexter Police Department is called to the facility during the applicant's rental, the City of Dexter will terminate the rental and cancel all other rental dates with no refund and the loss of the applicants required deposit.

Under no circumstances, for any reason, is the City of Dexter responsible for refunding or rescheduling of a postponed event. However, rescheduling may be permitted only according to the availability of the facility at the time which is convenient for the City of Dexter.

Renter accepts the premises in its present condition at the beginning of the rental period and covenants that the premises will be in as good condition at the end of the rental period. If during renter's rental period, damage is done to

the facility as a result of the act of neglect of any person using said facility renter shall be responsible to the City for the reasonable cost of repairing the same.

Renter shall not permit or carry on any activity in or on the premises other than the activity authorized in this agreement.

As between the parties hereto, renter agrees to be responsible for the injuries or damage to person or property occurring in or on the rented facility during the time rented to the renter, and renter agrees to indemnify and hold harmless the City of Dexter against any and all claims that may arise from said injuries or damages. Renter, by making this agreement, does not do so for the benefit of any third person sustaining injury in or upon the rented facility. The purpose of the provision is solely, as between the parties hereto, to place the risk and burden of the loss on the renter. Special Events insurance required.

This rental agreement may be terminated by either party upon giving immediate notice to the other; provided, should renter carry on or permit the carrying on of any activity in or on the rented premises other than that provided for in this agreement, or any of the aforesaid rules and regulations, City may immediately terminate the agreement.

Per ordinance #29-310 no parking on grass or between signs could result in ticket.

Per ordinance #29-330 no destruction of city property or equipment of any nature.

Signature of Renter:_____ Date:_____

Reservation Approved:_____ Date:_____

Form approved by City February, 2017

Fee Structure

1 Day Depot Rental - \$75

Additional days- \$25 per day

Caboose only rental-\$30

Caboose and Depot- \$100