

BARBER STREET SCHOOL RENTAL AGREEMENT
102 W. Exchange, Spring Lake 616-842-1393

PLEASE RESERVE THE DATE OF: _____ for my use of the Barber School.

TIME RESERVATION TO BEGIN: _____ END: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

Home phone number: (_____) _____

Work number:(_____) _____

Cell number: (_____) _____

Setup and removal of all tables and chairs will be the responsibility of the renter. A key will be issued to unlock and lock the doors during rental. All rental fees and a security deposit fee of \$350 must be paid at the time of scheduling. Key is to be returned within 48 hours after rental date or \$50 will be retained from security deposit. NO TAPE, GLUE OR POSTER PUTTY IS ALLOWED ON THE WALLS.

NOTE: The Barber School *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 will be provided.

Rental of the: Great Room _____ Meeting Room _____

Total Hours Rented: _____

Total of Rental Fees: _____ Check # _____ Date

Paid _____

Security Deposit: _____ Check # _____ Date

Paid _____

Total: _____

I have read and understand all of the rental rates, terms and conditions presented to me for use of the

Barber School Facility. I agree to comply with same.

Agreement Date _____

Key Color _____

SIGNATURE OF LEASEE _____

VILLAGE LEASING AGENT'S SIGNATURE _____

Office Use Only

Security Deposit Mailed _____

Check # _____

USE OF BARBER SCHOOL - RULES AND REGULATIONS

The restoration of the historic Spring Lake Schoolhouse was thoughtfully planned and carefully executed by members of the Spring Lake Heritage League. The school was restored by the volunteer efforts of many individuals, charitable foundations, and businesses that gave of their time, building supplies and skills. The Spring Lake Village Council welcomes your interest in renting the Barber School Community Building. 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 that is utilizing the Community Building please care for it while enjoying your activities. We hope that your event will be a success and that you find the facilities suited to your needs.

The following is a statement of the rules, regulations and guidelines for use of the Barber School Community Building.

RULES AND REGULATIONS

I. USE OF THE 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.

No materials shall be placed or stored in any of the storage rooms of the facility except with prior written approval. If storage space is assigned, it shall be on a first come, first serve basis as coordinated by the Village Manager. The Village of Spring Lake assumes no responsibility for items, which are placed in building.

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). While on the premises of the facility, there shall be at all times a person or persons responsible for the group, which is utilizing the facility. This person shall assume full legal responsibility for actions of all persons on the premises and for damages to the building or its grounds.

If you have rented the Great Room, then you are authorized to use only the Great Room. If you have rented the Meeting Room, then only the Meeting Room may be utilized. No tampering with or taking of other equipment shall be authorized.

II. FOOD AND BEVERAGE USE: Any serving of beer, wine or alcoholic beverages shall be only in accordance with the rules and regulations of the Michigan Liquor Control Commission and those of the Village of Spring Lake. No one unqualified to legally consume alcoholic beverages shall be served any alcoholic beverage. There can be no sale of alcoholic beverage, nor ticket price for admission to a function involving the serving of alcoholic beverages, unless there is a valid liquor license and proof of insurance for such

alcoholic beverage use naming the Village of Spring Lake and its authorized employees, agents, committees and representatives as insured. NO KEGS ARE ALLOWED.

ANTIQUUE WOOD TABLE: NO BEVERAGES OR LIQUID IS ALLOWED ON THE TABLE.
THANK YOU FOR YOUR COOPERATION.

III. SEE RENTAL CHECKLIST. PLEASE READ ALL RULES BEFORE RENTAL DATE.

BARBER SCHOOL RENTAL RATES
(616-842-1393)
EFFECTIVE July 1, 2007

	<u>Great Room</u>	<u>Meeting Room</u>
<u>Village Resident</u>	\$60/2 hours	\$20/2 hours
(add'l hour)		\$5 per hour
Half Day (2-5 hours)	\$120.	
Whole Day	\$180.	
<u>Non~Resident</u>	\$90/2 hours	\$20/2 hours
(add'l hour)		\$5 per hour
Half Day (2-5 hours)	\$200.	
Whole Day	\$275.	

NON-PROFIT RATE ~ ~ \$20.00

1. Setup and removal of tables and chairs will be done by renter.
2. Meeting Room capacity is 17 persons.
3. Dinner-seating capacity is limited to a total of 80 persons
4. Building capacity is limited to 100 people.
5. The building is to be vacated by 12:00 midnight.
6. All users of the facility shall receive a copy of the rules and regulations and sign a rental agreement form, indicating they understand all of the rules and regulations presented to them.
7. Full rental fee and security deposit of \$350 are due at the time of scheduling. Please make separate checks for each. **Make checks payable to the Village of Spring**

Should you experience any concerns or problems during the rental period, please do not hesitate to contact Mary at 616-402-1047.

Lake Security deposit will be returned after inspection by village staff and return of key.

8. You must clean up and vacate the building by the designated reservation ending time.
9. Please Do Not Remove white skirting from Council Tables. Council tables should be left in place.