

**BARBER SCHOOL COMMUNITY BUILDING  
RENTAL AGREEMENT  
102 W. Exchange, Spring Lake MI 616-842-1393**



RESERVATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ RESERVATION TIME: \_\_\_\_\_ to \_\_\_\_\_

NAME OF LESSEE\*: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

HOME : (\_\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

*\*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.*

RENTAL: GREAT ROOM: \_\_\_\_\_ MEETING ROOM: \_\_\_\_\_ COVER MURAL: YES / NO

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

TOTAL HOURS TO BE UTILIZED: \_\_\_\_\_  
(Include Set-up & Clean-up time)

Total of Rental Fees & cleaning fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

Total: \$ \_\_\_\_\_

*Please make separate checks payable to: Village of Spring Lake. Checks must be written on an account containing the Lessee's name and address. Rental rates are established by Council. You will be charged the rate in effect the date of the event, not the date the application is submitted.*

I (Lessee) have read and received a copy of all of the Rental Guidelines (X) 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 Barber School Community Building 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 LEASSEE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

VILLAGE LEASING AGENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

<i>Office Use Only</i>
Key Color _____
Security Deposit Returned _____
Check # _____

Validation ~ Register Imprint
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## **BARBER SCHOOL RENTAL RATES**

Effective for rentals from 07/01/15 thru 06/30/16

### **Village Resident** (*Includes Village and Township Employees*)

Half Day ~ 4 hours	\$150
Full Day	\$225
Additional hour	\$50 per hour
Weekend/Holiday ~ 4 hours	\$175
Weekend/Holiday ~ Full Day	\$325
Security Deposit	\$200

### **Non~Resident**

Half Day ~ 4 hours	\$275
Full Day	\$325
Additional hour	\$60 per hour
Weekend/Holiday ~ 4 hours	\$300
Weekend/Holiday ~ Full day	\$400
Security Deposit	\$200

### **Non-profit Rate\***

Half Day ~ 4 hours	\$50
Full Day	\$100
Holidays ~ 4 hours	\$175
Holidays ~ Full day	\$325
Security Deposit	\$200

### **Cleaning Fee**

All renters \$25 (includes 1 hour of cleaning – see rules)

### **Meeting Room**

\$50 ~ 2 hours / \$75 ~ 3 hours / \$150 ~ over 3 hours

*\*A tax-exempt certificate from the State of Michigan must be submitted in order to receive the 501(c)3 non-profit rate.*

*Boy Scouts are exempt but required to complete volunteer service hours.*

## **USE OF BARBER SCHOOL COMMUNITY BUILDING**

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.

# **BARBER SCHOOL COMMUNITY BUILDING**

## **RULES AND REGULATIONS**

### **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 all of the rules and regulations presented to them.
2. Rental of Barber School includes the Great Room and/or Meeting Room, Kitchen, and Bathrooms.
3. The Great Room capacity is 100 persons.
4. The Meeting Room capacity is 17 persons.
5. **All events must conclude and the building vacated by 12:00 a.m.** or a penalty of \$100.00 will be imposed.
6. Renter is responsible for setup and removal of tables and chairs.
7. The 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.
8. For Saturday or Sunday functions requiring extensive set up, such as weddings or special events, the Barber School will open at 8:00 a.m.
9. Anyone needing access to the Barber School for set up prior to an event may have access to the room one hour prior to the start of the event and no earlier than 7:00 a.m. the day of the event.
10. Smoking is prohibited throughout 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.
11. No alcoholic beverages are allowed outside the Barber School Community Building. *Sec 50-104(3), Village of Spring Lake Code of Ordinance.*
12. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.
13. The BARBER SCHOOL COMMUNITY BUILDING may not be used for discriminatory practices proscribed by Federal, State and City law, ordinance, rule or regulation.

### **Reservations & Amenity Rentals**

1. Reservations can be made through the Village Hall office. Office hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. Appointments are advised for planning and scheduling of events.
2. **Reservations are not final until payment has been received and the application processed by Village staff.**
3. Arrangements for services and amenities must be finalized and paid for at least 2 weeks prior to scheduled event.
4. Functions extending past the 8-hour limit are subject to an additional charge per hour.
5. Dancing is not allowed on the carpet in the Great Room. Dance floors can be rented through a rental company.

### **Payment & Deposit**

1. The Barber School Community Building only accepts cash and checks for payment. Checks must be written on the account of the Lessee. Debit cards and credit cards are not accepted.
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 W. Savidge Street, Spring Lake, Michigan 49456. Make checks payable to the Village of Spring Lake. The security deposit will be returned after 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 Love, Inc. within 48 hours.

3. A \$200.00 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 five (5) days following the event.

### **Cancellations**

1. Deposits will be fully refunded if the cancellation occurs 90 days or more prior to the event AND the room can be reserved with another comparable event, except in the case of a wedding. Deposit will not be returned or refunded until another event is scheduled.
2. Events cancelled from 89-31 days before the date of the event will forfeit 50% of the deposit except for wedding receptions, which will forfeit the full 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 changes by 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 3 months prior to event – whereas Lessee obtains insurance and indemnifies the Village.

### **Cleaning of Barber School**

A \$25 cleaning fee is assessed to every renter. This \$25 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 \$25/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 & urinals cleaned & sanitized
- Mirrors cleaned vacuum all carpeted areas
- Remove all trash and transport to DPW
- Mop all hard flooring
- Wipe down all counters in kitchen area
- Entrance windows cleaned (remove finger prints, 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. If the renter has not vacated the facility by the time specified on the rental sheet and the cleaning crew cannot access the building to clean, the time spent waiting will be deducted from the security deposit. Example: if your event ends at 4:00 p.m. please reserve the facility for additional time (an hour perhaps), knowing that you need to perform tear-down and basic cleaning prior to the arrival of the cleaning crew.**

### **Kitchen and Bathrooms**

1. The 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. E.g. refrigerator must be empty and all appliances must be 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 the bins provided on the south side of the Barber School.
3. All trash needs to be 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 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.
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.
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.

### **Special Needs**

1. Barber School Community Building is ADA compliant facility.

### **Tax Exemption**

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

### **Liability/Damage**

1. The Barber School Community Building 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 Barber School Community Building will not assume 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 Barber School Community Building requires a property damage deposit for various functions. The damage deposit is totally unrelated to the security deposit required to reserve the event space. Pending the result of a full inspection of the Community Building by the Community Affairs Manager following the event, all or a portion of the deposit will be returned.
4. The renter agrees to indemnify and hold harmless the Community Building, it's 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 the Barber School Community Building.

### **Act of God**

**If, for any reason, an 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 the Barber School Community Building.**

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### **Other**

1. Absolutely NO beverages or liquid are allowed on the antique wood table in the meeting room.
2. Absolutely NO animals are allowed on the property with the exception of licensed and insured service dogs pursuant to ADA laws.
3. During the Holidays when the candles are in the windows, please do not touch! They are set on timers.
4. See Rental Checklist. Please read all rules before rental date.
5. 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:** \_\_\_\_\_

**DATE RESERVED:**     /     /     **FROM:**                   **TO**



## **BARBER SCHOOL COMMUNITY BUILDING RENTAL CHECKLIST**

### [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.**

<b>Renter</b>		<b>Cleaning Crew</b>
_____	If you notice any stains on the carpet or other issues or concerns, please take a picture to indicate it was present prior to your use. Email to <a href="mailto:mary@springlakevillage.org">mary@springlakevillage.org</a> before your event.	_____
_____	Remove all litter/debris from the floors.	_____
Y/N	If carpet should require cleaning because of spills or neglect, the cleaning fee will be deducted from the security deposit. Were there visible carpet stains on the carpet at the end of the event?	Y/N
_____	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 and place in the trash bin located near the back door. We will supply four bags for your use.	_____
_____	Remove any spills or food from the counters, sink, refrigerator, stove and oven.	_____
_____	Adjust the thermostat accordingly when entering and exiting the building. Please do not leave the doors open when the a/c is on. We suggest heat be set at 68 degrees and air conditioning at 76 degrees. For A/C to function correctly please set fan to auto and right side of control to cool.	_____

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 finger prints)
- Transport trash to DPW

\_\_\_\_\_ What time was Barber School vacated? N/A

N/A Was the facility vacated prior to cleaning crew's arrival \_\_\_\_\_

\_\_\_\_\_ Please sign and place this checklist on the kitchen counter when done. \_\_\_\_\_

✓ Return key to Village Hall or place in drop box.

Thank you for your interest in the 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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date