

City of Gaylord
**Meeting Room and Council Chambers
Room Rental Agreement**

This Agreement made this _____ day of _____, 201____, by and between _____ (hereinafter referred to as "Lessee") and the **City of Gaylord** (hereinafter referred to as "Lessor").

It has been agreed between Lessee and Lessor that Lessee shall have the use of _____ located in the City Hall at 305 East Main Street, Gaylord, Michigan, together with the furniture, fixtures and equipment located therein, from the hours of _____ to _____ on _____, 201_____.

For the usage of said room, the Lessee shall pay to Lessor in advance and upon execution of this Agreement, the sum of \$_____ (see attached City Hall Room Rental and Fees for all rental fees).

Lessee agrees and assumes full responsibility and liability for any and all damage to any portion of the premises hereby rented, or to any furniture, fixtures or equipment or other personal property of Lessor located therein. Lessee agrees to pay the entire cost of any repair or replacement of any such damaged property, whether personal or real, without regard to fault.

In addition to use of the specific room rented, Lessee shall have the use of the common areas within the City Hall such as hallways and restrooms. ***Lessee agrees to utilize the parking area in the rear of the building for events and acknowledges that parking in the front of the building is reserved for business customers of the Lessor.***

Lessee agrees to assume responsibility for all set up, take down, and return of tables, chairs, and other equipment to their proper location and is responsible for general cleanup and removal of debris. The dumpster located in the rear of the building may be utilized for disposal of all nonhazardous debris.

Lessee agrees to pay fees at the time of reservation and acknowledges that full refunds will be made only if cancellation occurs five (5) or more business days before the scheduled event. A 50% refund will be paid if cancellation occurs less than five (5) business days prior to the event.

LESSOR: **CITY OF GAYLORD**, a Michigan Municipal Corporation

By: _____

Its: _____

LESSEE:

By: _____

Its: _____

Telephone Number: _____

Email: _____

For City Use Only

Invoiced [] Date: _____

City of Gaylord
305 E. Main Street
Gaylord, MI 49735
989-732-4060

Meeting Room and Council Chambers Room Rental Fees

The City of Gaylord has a second floor Meeting Room and the Council Chambers available for use by organizations desiring to occupy them for meetings. The costs so associated with the use of these rooms are set by City Council in order to offset a portion of the maintenance expenses of these rooms.

The following rules and fees will apply:

Meeting Room

- 1) **Description.** This room is set up like a classroom. It has a total of twenty tables and forty chairs. This room is located on the second floor of the City Hall with an elevator and two stairways servicing this upper level. Both a men's and women's restroom are available on the second floor. An instructor's podium and chair is provided. Amenities include the following:
 - a) Document camera located on instructor's podium.
 - b) Pull-down projection screen.
 - c) Dry erase board.
 - d) Ceiling-mounted projector.
 - e) VCR/DVD combination unit located in the instructor's podium.
 - f) Connections for computer to operate Power Point presentations.
 - g) Kitchen sink and counter area.
- 2) **Room Availability.** City of Gaylord functions take precedence above all other requests for use. Those interested in using this room are to call 989-732-4060 and should speak to Amy Hogle about availability and scheduling.
- 3) **Room Rental Rate.**
 - a) **Law Enforcement.**
 - i) **Local Law Enforcement.** The City will provide use of this room for a fee of \$50 for local Michigan State Police, City Police, and Otsego County Sheriff & Corrections Departments. Should the Gaylord City Police Department be participating all fees will be waived.
 - ii) **Non-Local Law Enforcement.** The following restrictions and rates will apply:
 - (1) Room will be available between the hours of 8:00 am and 4:00 pm.
 - (2) A \$70 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - (3) A \$150 fee will be charged to use the room for more than four hours.
 - (4) If the regional organization or agency is one in which the City Police Department is involved, no charges will apply (i.e., district criminal investigation units, SANE,

Chief's meetings, local police association meetings that involve our City officers, shared or joint training sessions, etc.).

- b) **Non-Profit and Charitable Organizations.** The following restrictions and rates will apply:
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$70 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$150 fee will be charged to use the room for more than four hours.
- c) **Profitable Organization.** The following restrictions and rates will apply:
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$100 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$200 fee will be charged to use the room for more than four hours.
- d) **State of Michigan or Federal Government Organizations.** The following restrictions and rates will apply:
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$70 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$150 fee will be charged to use the room for more than four hours.
 - iv) The Meeting Room will be available free of charge for sitting State Representatives, State Senators, the Governor, U.S. Representatives, and State or Federal Secretary for informational coffees or reporting sessions as long as those sitting public officials are direct district representatives of the City of Gaylord.
- e) **City-Sponsored Events.** If the City of Gaylord administrative employees or elected officers are sponsoring an event, no fees will be charged. For example, there will be no charge for MML meetings, water and wastewater meetings, and employee meetings. However, if an organization is charging a fee for the meeting or training session, the "State of Michigan or Federal Government" fees will apply.

City Council Chambers

- 1) **Description.** This room is set up for City Council meetings. It has a capacity of approximately sixty persons. The board table can accommodate fourteen people. This room is located on the first floor of the City Hall with direct access to public restrooms. Amenities include the following:
 - a) Electric operated projection screens.
 - b) Electric curtains to darken the room.
 - c) Connections for Power Point demonstrations.
 - d) Sound system and wireless microphones.
 - e) VCR/DVD combination Unit.

- 2) **Room Availability.** City of Gaylord functions take precedence above all other requests for use. Those interested in using this room are to call Amy Hogle at 989-732-4060 to learn about availability and scheduling.
- 3) **Restrictions on Room Use.** The City will not allow use of this room if the Meeting Room is available and can so accommodate. The City Council Chambers is viewed in our community as a place of prominence. It will be treated as such by all users.
- 4) **Room Rental Rate.**
 - a) **Law Enforcement.**
 - i) **Local Law Enforcement.** The City will provide use of this room for a fee of \$50 for local Michigan State Police, City Police, and Otsego County Sheriff & Corrections Departments. Should the Gaylord City Police Department be participating all fees will be waived.
 - ii) **Non-Local Law Enforcement.** The following restrictions and rates will apply:
 - (1) Room will be available between the hours of 8:00 am and 4:00 pm.
 - (2) A \$70 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - (3) A \$150 fee will be charged to use the room for more than four hours.
 - (4) If the regional organization or agency is one in which the City Police Department is involved, no charges will apply (i.e., district criminal investigation units, SANE, Chief's meetings, local police association meetings that involve our City officers, shared or joint training sessions, etc.)
 - b) **Non-Profit and Charitable Organizations.** The following restrictions and rates will apply:
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$100 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$250 fee will be charged to use the room for more than four hours.
 - c) **Profitable Organization.** The following restrictions and rates will apply:
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$200 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$350 fee will be charged to use the room for more than four hours.
 - d) **State of Michigan or Federal Government.**
 - i) Room will be available between the hours of 8:00 am and 4:00 pm.
 - ii) A \$70 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - iii) A \$150 fee will be charged to use the room for more than four hours.
 - iv) The Meeting Room will be available free of charge for sitting State Representatives, State Senators, the Governor, U.S. Representatives, and State or Federal Secretary for informational coffees or reporting sessions as long as those sitting public officials are direct district representatives of the City of Gaylord.

Weekend or After Hours Use of Meeting Room or City Council Room

The City Hall is a controlled and secured environment. Its public hours of service are 7:30 am until 4:30 pm, Monday through Friday. Those organizations desiring use of the building's facilities on weekends or in the evenings when the building is not occupied by Council or board meetings will only be accommodated in the following manner:

- Those interested in the availability of the Meeting Room or council room should call Amy Hogle at 989-732-4060. It will be determined whether a member of the administrative staff or police department can be present at the time of the intended use. If a member of either department is willing to be present and insure that the building is opened and secured during and after the event, the following fees will apply:
 - A \$288 fee will be charged to use the room for up to four hours. This is a minimum charge.
 - To use the room for more than four hours, a base fee of \$288 plus \$72 per hour for any time above four hours will be charged.
- Should no representative of the City be available to assist during weekend or after normal work hours, then the room will not be rented. However, in situations where an authorized representative of the City (other than administrative staff) is available and willing to assist during weekend or after normal work hours at no cost to the City (such as a council person volunteering his or her time), then the City Manager may, in his discretion, waive the fee and proceed to rent the room.

Right of Refusal

This facility is the property of the citizens of Gaylord. The City reserves the right to not rent the facilities to any and all groups as it so determines.

The City also may deny rental of the facility to any group that has previously damaged or left the facility in poor condition. A group renting the Meeting Room or Council Room shall be financially responsible for any damages due to use of the facilities.

Miscellaneous

Renter is responsible for all set up, take down, and return of tables, chairs, and other equipment to their proper locations and shall be responsible for general clean-up and removal of any debris.

Fees must be paid by all renters at the time of reservation. Full refunds will be made only if cancellation occurs five (5) or more business days before the scheduled event. A 50% refund will be paid if cancellation occurs less than five (5) business days prior to the event.