

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 \$_____.

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: _____