

**CITY OF MONTROSE**

139 S. Saginaw Street  
Montrose, MI 48457  
(810) 639-6168

**Date Requested:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**DEPOT  
RENTAL AGREEMENT**

This Agreement made on this \_\_\_\_\_ **day** of \_\_\_\_\_, \_\_\_\_\_, between the CITY OF MONTROSE, a Michigan Municipal Corporation, herein referred to as "CITY" and (**Name**) \_\_\_\_\_ herein referred to as "RENTER".

1. The parties agree as follows:

CITY agrees to provide RENTER the DEPOT located at 154 W. State Street, Montrose, Michigan for the following hours: **from** \_\_\_\_\_ **am/pm to** \_\_\_\_\_ **am/pm on the** \_\_\_\_\_ **day of** \_\_\_\_\_.  
(Rental agreements are generally for an event no longer than six (6) hours, including set up)

- RENTER agrees to pay the sum of \$85.00 in rent.
- RENTER further agrees to provide a \$50 cash deposit for damages that may be incurred.

2. It shall be RENTER's responsibility to pick up the key for the DEPOT during normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) in advance of the scheduled meeting time. RENTER shall return the key to the City Hall within 24 hours after completion of rental, or if rental takes place on a weekend, RENTER shall return the key on the first business day following rental day. For added convenience, RENTER may place keys in the drop box outside the front door of City Hall. If keys are not returned, the expense of new copies will be deducted from the deposit.

3. RENTER also agrees to make sure all doors are locked when activity is completed.

4. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental period.

5. RENTER agrees to clean the facility if necessary and to return the facility in the same condition as it was prior to rental period. RENTER will remove the plastic liners from the waste baskets, secure them by tying the tops, remove them from the building and put them in the trash container located at City Hall.

6. The chair arrangement in the room must be returned to the formation on the attached diagram. Floors must be swept and mopped if needed. The refrigerator and freezer must be clean and empty. **The City provides a vacuum broom, dustpan, and trashcan liners. The City DOES NOT provide towels, dish soap, dishtowels, paper towels, etc.**

7. RENTER agrees to reimburse CITY for any and all costs, which result from any damage done to the facility during the rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property. RENTER agrees to reimburse CITY for any and all costs, which result from returning the facility to the same condition that it was prior to rental. This includes returning tables and chairs to their proper places.

8. RENTER agrees that no alcoholic beverages will be served or consumed on premises or gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.

9. RENTER agrees that no tape, staples, tacks, or any other fastening devices shall be secured to the walls of the premises.

10. RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; and further agrees at all times to maintain such premises in a safe and careful manner.

11. RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER's rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.

12. The CITY reserves the right to cancel RENTER's reservations upon providing the RENTER a written notice mailed to RENTER by ordinary mail seven (7) days prior to the date to be canceled. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.

13. RENTER agrees to report any problems with the facility to City Hall personnel. If mechanical problems occur during rental period, and it is other than normal business hours, RENTER shall contact the Montrose Township Police Department at 911.

14. RENTER agrees that it shall not exceed any room capacity as posted in the facility. RENTER also agrees not to violate any other Federal, State, or local laws.

15. Violation of rental agreement may prevent future rental of facilities.

IN WITNESS THEREOF the parties have executed this Agreement at Montrose City Hall the date and year first above written.

**RENTER'S SIGNATURE:** \_\_\_\_\_

**RENTER'S ADDRESS/ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER (HOME/CELL):** \_\_\_\_\_

**CITY OF MONTROSE**

\_\_\_\_\_  
City Representative