



201 W Broadway
PO Box 51
Suttons Bay, MI 49682
231-271-4630 or sbseniorcenter@gmail.com

BUILDING USE AGREEMENT

Tenants will occupy only the Main Hall on the ground floor and the restrooms. This agreement does not include access to the basement, back room or other areas. Office equipment is not to be used by tenants or guests. The building is equipped with Wi-Fi and the password is 201 Broadway. By the end of the agreed period the hall must be restored to the condition it was in when you arrived. The building must be vacated no later than 11:00PM.

This agreement does not include janitorial services or trash pickup. Tenants must remove everything brought in the Center upon leaving including decorations and trash. Floors must be swept and sinks, counters, and tables cleaned as necessary. Failure to appropriately clean-up will result in the deduction of cleaning costs from the deposit. Furnishings that are moved must be returned to their original locations and windows must be closed and locked. All lights, fans and appliances must be turned off. In case of an urgent situation requiring immediate attention including malfunction of heating, sewer/water, electrical or other equipment critical for the safe operation of the building, please contact Ramona Clemente at 231-929-0396 or Frank Kiessel at 231-590-7213. Contact information is also posted in the hall for your convenience.

Tenants must lock all entry doors and return the key promptly to the designated location at the end of each session. Should the key not be returned \$75 will be retained from the \$150 security deposit for re-keying the lock on the office/barrier free access door.

Following the period of this agreement, an FCC representative will inspect the hall and bathrooms to determine that the expectations listed above have been met. If the inspection finds that the hall and bathrooms are in satisfactory condition, the check for the security deposit will be returned to the renter by mail within 14 days.

Any deviations from this agreement must be signed and dated by both the Center Representative and the tenant. This agreement may be canceled by either party by written notice no fewer than 14 calendar days before the beginning of the rental period.

Use Rates

Mandatory Security Deposit (refundable) \$150.00

One Time Use - includes use of the kitchen

4 Hours

Monday thru Thursday	\$30.00	Friday thru Sunday	\$40.00
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8 Hours

Monday thru Thursday	\$55.00	Friday thru Sunday	\$75.00
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Series Use:

Series of 5 or more 4 hour sessions/cost per session

Monday thru Thursday	\$28.00	Friday thru Sunday	\$38.00
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Series of 5 or more sessions 2 hours or less / cost per session

Monday thru Thursday	\$15.00	Friday thru Sunday	\$ 21.00
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BUILDING USE AGREEMENT

This agreement is between Friendship Community Center and the group/individual using the building.

Name _____

Address _____

_____ Telephone _____

Activities planned: _____

Schedule of use:

Day(s) _____

Date(s) _____

This agreement shall be in effect from (date) _____ (time) _____ to _____

Use Fee Amount _____ Check # _____

\$150 Security Deposit: _____ Check # _____

Liability policy:

Key # _____ Assigned to: Name _____

Address _____ Phone # _____

Tenant acknowledges receipt of requirements and rate schedule governing the use of the center and agrees to comply with these requirements. The tenant agrees to use space in the center subject to the above stated rules. It is acknowledged that the premises are in good condition at the time of signing this agreement.

Authorized signature of Tenant

Authorized signature of Center Representative

Date _____

Special notes: