

**City of Durand
Facilities Use Application**

Date: _____

Name: _____

Address: _____

Telephone: _____

Check all that apply:

- ____ Community Room (\$150)
- ____ Conference Room (\$50)
- ____ Council Chambers (\$75)

Requested use date(s): _____

Required with application:

- Valid driver's license
- Copy of credit card
- Facility fee

TO THE APPLICANT:

Key(s) shall not be duplicated under any circumstances, nor shall it be transferred or given to any other individual during this agreement. The key shall be returned to the City of Durand within 3 business days from the conclusion of the intended use of the facility.

The City of Durand **will not** be responsible for any items left and/or stored at city facilities. **At no time shall any hazardous products be left or stored in the facility.**

The City of Durand prohibits the use of alcohol or marijuana on all city properties. The City of Durand reserves the right to refuse keys to city facilities for any reason. The undersigned accepts responsibility for leaving the facility in the manner in which it was found. Upon entering a locked facility a brief inspection should be done and any damage or concerns shall be reported to city management immediately. Any damage occurring during use of a facility shall also be reported to management immediately. Individuals may be held responsible for damages and/or cleaning fees.

I have read and agree to abide by the policy and terms as stated above.

Signature of applicant

Date

TO BE COMPLETED BY OFFICE STAFF:

\$ _____
Amt. Paid

City of Durand Facilities Use Policy and Key Issuance

Purpose: A policy for the use of city hall facilities and issuing keys to certain individuals who will assume responsibility for the care and safeguarding of the facility while possessing keys to specified facility.

The City of Durand owns several public facilities that may be utilized by the public. These facilities are also utilized by the city. Some of these facilities also house materials, supplies, and equipment that is owned by the City of Durand and may have significant value, therefore these facilities are generally not accessible to the public. Keys to city facilities will be issued on an as needed basis.

The following requirements apply to rental or use of City Hall:

- Valid MI Drivers License with photo identification.
 - Name of the individual (only one person) who will be responsible for access to the city facility and who shall possess the facility key.
- A copy of a credit card to keep on file during rental.
 - Person responsible for access must also have authority to issue charges on the credit card provided.
 - Card on file will not be charged unless:
 - i. There is damage to facilities occurring as a result of own or guest's actions during rental period; including excess cleaning charges. Limited to the cost of the city's insurance deductible.
 - ii. Person shall be responsible for supplies and/or equipment which has been used or is missing while the facility is being used. Limited to the cost of replacement.
 - Credit card copy shall be shredded upon satisfactory inspection of facility at the end of the requested facility use.
- A rental fee of \$125.00, which shall be paid prior to facility rental and key being issued to the responsible individual.
- Remove all trash and dispose of it in the dumpster next to the fire hall.
- Wipe kitchen counters and sink area if used
- Children must be accompanied by an adult at **ALL** times, including using the restroom
- Party **must** remain in designated area.
- Facility must be left clean with all outside items, decorations, etc. removed upon departure.