

GENERAL RENTAL POLICIES

Community Service Credits

Groups or individuals may apply community service credits to all or a portion of their total rental fee, except for setup/clean up fees. For more information about Community Service Credits, visit lathrupvillage.org or speak with the recreation coordinator.

Damage and Cleanup Agreement

Said group agrees to pay the City of Lathrup Village ACTUAL costs for damages and/or cleaning required for property caused by said groups at said location, which may be above and beyond the security deposit amount.

Release and Hold Harmless Agreement

In consideration of entering into this agreement with the City of Lathrup Village, the undersigned, by this instrument does hereby expressly stipulate and agree to release, waive, discharge and indemnify and forever hold harmless the City of Lathrup Village, its departments, offices, officers, its assigns, agents' servants and employees and volunteers of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, death, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions and receiving the guidelines pertaining to this rental, I/we agree to adhere to the conditions of this agreement and the guidelines established by the City of Lathrup Village.

Signed: _____ Date: _____

Deposits

A refundable deposit is required for all park or community room rentals, due at the time of application. Deposits will be returned within four weeks after the event if there has been no damage to the facilities and all rules, regulations and policies were followed. Parties entering the premises before their booked time or vacating after their booked time will be charged the full hourly rate for any part of an hour. **Not complying with COVID-19 requirements, including capacity limits, may result in forfeit of the entire deposit.**

Cancellations

Indoor Rentals Events cancelled within 2 business days of booking will be refunded their full deposit, less a \$20.00 processing fee. Events cancelled between 3 business days after booking and up to 60 days before the date of the event will be refunded ½ of their deposit. Events cancelled for any reason within 60 days of the date of event forfeit their entire deposit.

Events cancelled by the City of Lathrup Village or the renter due to COVID-19 will be offered the opportunity to reschedule or receive their full deposit.

Parks Events cancelled between the time of booking and up to 3 weeks before the date of the event will be refunded their full deposit, less a \$20.00 processing fee. Events cancelled for any reason within 3 weeks of the date of event forfeit their entire deposit. Events booked at the parks should be considered, "rain or shine," as there are no refunds for cancellations due to weather conditions the day of the event.

Signed: _____ Date: _____

General Rental Policies

- Park and building rental by permit only.
- The rental applicant must remain on site for the duration of the rental period.
- Event organizers must have a printed copy of their rental permit to display to Police Department if requested.
- Reservation holders may not transfer a rental permit.
- The use of any park/facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- Reservation holders must comply with State of Michigan laws and City of Lathrup Village ordinances.
- Individuals or groups who fail to comply with these policies or who are responsible for damage to a facility may lose their deposit and their ability to rent City of Lathrup Village facilities in the future.
- Observe all posted and written park/facility rules.