

AJ Smith Recreation Center Rental Agreement

Below is a list of prices for special event rentals. All full or partial building rentals must be approved by the Parks and Recreation Director prior to payment. Half of the total rental price (retainer) is required to reserve the date.

Price Listings

Community Room only Saturday and Sunday:

\$275 per day; \$250 per day for city residents of Tecumseh (includes use of blue gym)

Set-up the night before can be done for \$100. City of Tecumseh and the Parks and Recreation Department are not responsible for items left at the AJ Smith Recreation Center overnight.

Weekday rental of the Community Room can be done by the hour during our hours of operation for \$35/hour.

After hours Wednesdays and Fridays: \$150; \$125 city residents of Tecumseh

Gym rental only is \$85/hour.

Damage Deposit for Community Room rental: \$600.00

Entire Building Rental Prices

Entire Building Rental for gym use (example a basketball tournament): \$2,000.00 per day

Entire Building Rental w/Flooring (*for both gyms*): \$2,500.00 per day

Whether the use of the protective flooring is necessary for the event is determined by the Parks and Recreation Director.

Early Set-Up/Late Tear Down (For whole building rentals only):

Night before set-up or day after tear down (*Friday set up must be after 4:00 PM*): \$500.00

Full Building Damage Deposit \$1,000

RENTAL POLICY

1. Half of the rental fee (retainer) is required to make the reservation.
2. All rental fees and security deposits must be paid in full prior to rental date.
3. Cancellations made **3 weeks prior** to the date of rental will receive a refund less a **\$25 administrative** fee. Cancellations made **less than 3 weeks prior** to the date of rental will forfeit the retainer.
4. Renter agrees to follow all COVID guidelines and limitations set by national, state, local health officials and/or government.
5. The renter must be present for rental. He/she is responsible for the facility and agrees to abide by all policies stated in the AJ Smith Recreation Center Rental Agreement.
6. Rented space is **ONLY** available the day of rental during scheduled time. If you need to set up or tear down the day before and day after your rental there is an additional fee to do so. If the renter sets up the day prior without approval, a \$100 fee from their damage deposit will be assessed.
7. Please be aware that the gyms are under video surveillance.
8. The AJ Smith Recreation Center is a smoke free campus.
9. Department approval required for alcohol at any event. See *Tecumseh Parks & Recreation Alcohol Policy*.
10. The City of Tecumseh is not liable for any property damage and/or bodily injury which may occur to persons using the facility.
11. The renter is responsible for all setup, take down, and clean up. Please load/unload only in parking lot.
12. The renter agrees to wipe down tables, chairs, counters, and dispose of trash.
13. Security deposits will be returned after the facility has been inspected. Any breach of this agreement or damage to facilities will result in the forfeiture of all or a portion of the security deposit.
14. The City of Tecumseh Parks and Recreation Department reserves the right to amend and/or cancel this agreement at any time.

Key Information

Weekend renters **must** pick up keys on Thursday between 9:00am & 8:00pm or Friday between 9:00am & 2:00pm at the AJ Smith Recreation Center at 810 N. Evans St.
Keys used for weekend rentals **must** be returned to the office on Monday between 9:00am & 8:00pm.

ALCOHOL POLICY

Alcoholic beverages are permitted provided renter adheres to the following guidelines:

1. Function must be closed and by invitation only event.
2. Renters must use a licensed bartender to serve alcohol.
3. **Only the renter's bartender may serve alcohol. Serving alcohol is only permitted by obtaining special permission from City Council prior to the event. City Council meets the first and third Mondays of every month. You will need to have approval 90 days prior to your event. The Parks & Recreation Director can assist you with this process.**
4. Only licensed and insured bartenders may serve alcohol. The bartender or caterer must supply the City with a copy of all appropriate insurance and valid licensing from the Michigan Liquor Control Commission, at least 24 hours prior to rental date.
5. Any arrangements made for the serving of alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Observations of violations by staff of the City of Tecumseh will require the party to stop serving all alcohol immediately and forfeiture of any and all deposits. The rental party must strictly adhere to all alcohol laws and serve alcohol responsibly.
6. **All renters wishing to serve alcohol must rent the entire building including floor covering.**
7. **Generally, whole building rentals with alcohol take place on the weekends (Saturday and Sunday) However, weekday rentals with alcohol are possible with approval from the Parks and Recreation Director.**
8. **A security deposit of \$1,000.00 is required when the building keys are picked up. The deposit is returned to the renter if the policy is upheld by the renter when building keys are returned.**
9. **All functions serving alcohol must first be approved by the Parks and Recreation Director.**
10. All functions serving alcohol are subject to final approval by the City of Tecumseh.

DAY/DATE OF RENTAL _____

NAME OF RENTER _____ NUMBER OF GUESTS _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE(S) _____

RESIDENCY: CITY OF TECUMSEH TECUMSEH TOWNSHIP RAISIN TOWNSHIP Other _____

PURPOSE OF RENTAL _____ Time of Event: _____

I agree to the terms and conditions as outlined in this rental packet.

SIGNATURE _____ DATE _____

Office Use Only

Area to be rented:

- Entire building with floor covering
- Entire building with no floor covering
- Gym only
- Community Room Only
- Community room with blue gym
- Gym and community room with floor covering
- Gym and community room with no floor covering

Total Price: _____ **Retainer paid (50%) of rental:** _____ **Final Balance:** _____

Method of payment for retainer (circle one): Cash Check# _____ Credit Card

Received by: _____ Date: _____

Method of payment for final balance (circle one): Cash Check# _____ Credit Card

Received by: _____ Date: _____

Damage Deposit Date: _____ Amount: _____ Check #: _____

Damage Deposit received by: _____ Key# _____

Damage Deposit in the amount of \$ _____ returned to _____ on _____

Staff initials of person returning damage deposit _____

Renter was called about key pick up (date & initials) _____

Will pick up the keys on (date/time) _____

If entire building is being rented, please, fill out this section.

Signature of approval from the Parks and Recreation Director:

_____ Date: _____

Date of city council meeting for approval of alcohol: _____ Result: _____

Flooring must be put down on (date): _____

Early set up _____ fee _____ Late tear down _____ fee _____

Gym Equipment to use:

- Basketballs
- Floor Hockey
- Ping Pong
- Pickleball
- Gator skin balls
- Nerf darts/eye