

Rental Agreement

Half of the total rental price (retainer) is required to reserve the requested date.

** Denotes required \$600.00 Damage Deposit*

Location	Hourly		Weekday		Weekend	
	Resident	Non	Resident	Non	Resident	Non
Community Room – AJ Smith Rec Center *+ <i>capacity: 60</i>	\$35	\$35	\$125	\$150	\$250	\$275
Gym rental – AJ Smith Rec Center <i>capacity: 158</i>	\$50	\$50	---	---	---	---

+ Denotes tables and chairs provided

Early Set-up

Set-up the night before can be done for \$100 based on availability. City of Tecumseh and the Parks and Recreation Department are not responsible for items left overnight.

Key Information

Weekend renters must pick up keys on Thursday between 8:00am & 7:00pm or Friday 8:00am & 2:00pm at the AJ Smith Rec Center at 810 N. Evans Street. Return keys the Monday immediately following your rental between 8:00am & 8:00pm.

Entire building Rentals

Rental for gym use only (i.e. basketball tournament): \$2,000.00 per day

Rental requiring flooring (i.e. banquet, reception, etc.): \$2,500.00 per gym per day

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

Early set-up/late tear down (Friday set up must be after 4:00PM): \$500.00

Damage deposit \$1,000

Room & Gym Access

- Renter may access the community room the day of their rental. However, the community room is cleaned on the morning of the rental.
- Gym is available after 9:30AM on Saturday & Sunday.
- Your rental space is denoted in the “area to be rented.” There may be other rentals or activities in the building at the same time.

RENTAL POLICY

1. Half of the rental fee (retainer) is required to reserve the date.
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 agreement.
6. Rented space is **ONLY** available the day of rental during scheduled time. If you need to set up early or tear down the day after there is an additional fee to do so. If the renter sets up the day prior or after **without** approval, a \$100 fee from their damage deposit will be assessed.
7. Gyms are under video surveillance and rental building/property is a smoke free campus.
8. No alcohol is permitted on city property. However, there may be exceptions which would require approval by city council and must be completed 90 days prior to your event. More details are available upon request.
9. The City of Tecumseh is not liable for any property damage and/or bodily injury which may occur to persons using the facility.
10. The renter is responsible for all setup, take down, and clean up. Please unload/load only in parking lot.
11. 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.
12. The City of Tecumseh Parks and Recreation Department reserves the right to amend and/or cancel this agreement at any time.

Doing the following may result in the forfeiture of your damage deposit:

- Entering the building on a day other than your rental
- Smoking in the building or on the grounds
- Possessing/consuming drugs or alcohol
- Parking on the grass or sidewalk
- Using tape or adhesive that removes paint off the wall(s)
- Using silly string or confetti of any type (includes balloons containing confetti)
- Helium balloons in the gym

Gym equipment we provide for use at AJ Smith Rec Center:

Rack of balls, pickleball, ping pong, 1 hoop lowered to 8 ft., dodgeballs, nerf darts, and ball pump.

Any equipment not listed above or provided by the department must receive prior approval.

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 _____

Email: _____

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:

- | | |
|---|---|
| <input type="checkbox"/> Community room only | <input type="checkbox"/> Entire building – with flooring |
| <input type="checkbox"/> Community room + gym | <input type="checkbox"/> Entire building – no flooring |
| <input type="checkbox"/> Gym only | <input type="checkbox"/> Gym and community room – flooring |
| | <input type="checkbox"/> Gym and community room – no flooring |

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 #: _____

Received by: _____ Key # _____

Damage Deposit in the amount of \$ _____ returned to _____ on (date): _____

Staff person initials returning damage deposit _____

Renter called about key pick up (date & initials): _____ Pick up date/time: _____

Entire building rental

Signature of Parks and Recreation Director approval

_____ Date: _____

Date of City Council meeting for alcohol approval: _____ Result: _____

Early set up (date): _____ Fee (amount/date paid): _____

Late tear down (date): _____ Fee (amount/date paid): _____