

**Village of Clinton, Smith-Kimball Community Center  
Community Organization / Non-Profit Rental Contract**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Rental Fee: \$150    1st Floor Kitchen (*optional*): \$50    Total: \_\_\_\_\_

Requested Area:  1st floor (minus kitchen\*\*) **or**  2nd floor (includes kitchenette)

\*\*1st floor kitchen may be added for an additional fee.

Requested Day of the week\*: \_\_\_\_\_ Requested Time & Duration\*: \_\_\_\_\_

**\*Black-out days/times for this contract: Friday 4pm to 10pm, all day Saturday, Sunday 9am to 4pm**

***Community Organization / Non-Profit must operate within the Village of Clinton.***

If you rent the 1st floor, minus the kitchen, no snacks or beverages are permitted.

Group will be billed for any room(s) used but not paid for.

Group will be billed for any damage/spills/stains found after a group's meeting.

Any fines imposed must be paid prior to using SKCC for the next scheduled meeting.

No group may use the building under another group's rental contract.

The renter rents an area with the understanding that other parts of the building/property could be rented by other parties at the same time. Cross traffic may occur.

*I certify that I have read the Community Organization / Non-Profit Rental Contract and the Rules & Regulations and further agree to have my group abide by the terms and conditions provided therein.*

Signature: \_\_\_\_\_

VOC/SKCC Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to: Village of Clinton

Drop-off or Mail to: Village of Clinton, 119 E. Michigan Avenue, P.O. Drawer E, Clinton MI 49236

Contract year: April 1 - March 31

rev. 01/2016

## **Smith-Kimball Community Center Rules & Regulations**

1. The renter must be at the function at the scheduled times and will be solely responsible for the condition of the building.
2. Renters will use only the room/rooms for which they have paid.
3. Groups of young people holding meetings must be supervised by an adult (18 or older). The adult leader or person in authority must be responsible for the conduct of the group.
4. Rental of the Center for any event will not be scheduled past 10 p.m. Use of the building beyond 10 p.m. will constitute another days' rental fee.
5. The building will be unlocked 1/2 hour prior to a scheduled event/meeting. If more time is required, for setting up or decorating, that time should be included in the time scheduled.
6. If a group will not be meeting at their scheduled time, please call the caretaker. The building will be locked if a group does not show up within one hour of their scheduled time.
7. If a renter does not cancel an event/meeting, with SKCC, two (2) days prior to their scheduled date they will forfeit all fees.
8. Conditions for refund of deposit: a) Furniture/fixtures are put back in their original place. b) Upon inspection by the caretaker, no damage/spills/stains are found. c) Trash/garbage is removed from the building/property.
9. All furniture/fixtures moved must be returned to its original location. No furniture/fixtures are to be moved outside the building.
10. Clean-up after any event must be done by the renter on the same day. A hand sweeper is available from the caretaker. Litter and garbage will be removed from the building and placed in the blue containers outside at the end of the event/meeting. If necessary, tables should be wiped off.
11. The caretaker must be notified if there are any spills, so that they may be attended to immediately.
12. Decorations will be restricted to the tables. For any other types of decorations please contact caretaker.
13. **ASBOLUTELY NO OPEN FLAMES:** candles, lanterns, etc. Battery operated candles are permitted.
14. **ABSOLUTELY NO ALCOHOL OR DRUGS OF ANY KIND ARE TO BE ON THE PREMISES. NO SMOKING INSIDE THE BUILDING. THERE ARE NO EXCEPTIONS TO THIS POLICY.**

**Smith-Kimball Community Center  
Rules & Regulations**

15. No turkey fryers or bonfires/campfires are allowed on the premises.
16. SKCC grills are for cooking only. No other grills are allowed without prior SKCC Board approval.
17. **NO ANIMALS (EXCEPT SERVICE DOGS) ARE ALLOWED IN THE BUILDING.**
18. **NO BALL PLAYING/FRISBEE OF ANY KIND ON THE PROPERTY.**  
Exception: Lawn games such as lawn bowling, croquet, bean bag toss are allowed.
19. If the air conditioning is operating during the warm months, windows and doors should be closed at all times. If it is necessary to have the doors open, please ask to have the air conditioner turned off.
20. No dancing inside the building. Dancing on the lawn is permitted, provided the Village of Clinton noise ordinance is followed.
21. Rental tents/dance floors are allowed with advance SKCC Board approval. Tents/floors must not be left for more than 24 hours (exceptions can be arranged with prior SKCC Board approval).
22. If a group wishes to have a D.J. or music, they must have prior SKCC Board approval. In addition, the Village of Clinton noise ordinance must be followed.
23. Any personal property brought in or used at the center is the sole responsibility of the renter.
24. Given the historical nature of the Community Center, it is not fully equipped to accommodate all those individuals with disabilities.

*Note: A special request will be considered separately on its own merit according to the discretion of the SKCC Board Members.*

**EMERGENCY PHONE NUMBERS**

Clinton Village Office, M-F, 8am - 4pm (closed Noon - 1pm), (517) 456-7494

Carol Rone (Caretaker)	(517) 456-7986	Mary Houghton (SKCC Board)	(517) 456-4074
Ann Mason (SKCC Board)	(517) 456-7591	Mary Jane Way (SKCC Board)	(517) 456-4214
Dave Orłowski (SKCC Board)	(517) 902-4657	Shirley Campbell (SKCC Board)	(517) 456-5212
Faye Gamboe (SKCC Board)	(517) 456-4022	Tamara Forró (SKCC Board)	(517) 375-8298

**IF THERE IS A PROBLEM,** contact numbers are also posted on the building.