



## **Rental Guidelines for Harvey Community Center**

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All persons wishing to reserve the use of space at a city owned facility must sign a contract agreeing to the Policies and Regulations set by the City of Port Huron. Please remember that your signature on the Building Rental Agreement Contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function. **(The City of Port Huron reserves the right to cancel the agreement at any time for any reason.)**

1. All persons applying for use of the facility must be at least 21 years of age.
2. Non-Profit groups must provide a copy of their 501-c(3) registration, unless waived. Fees are for the use of building only.
3. Rentals are for the rooms previously specified on the Building Usage Agreement sheet only. Attendees are not permitted in other rooms in the building, other than restrooms.
4. The number of persons permitted in the building may not exceed 120 people.
5. The use of any tobacco product, including vaping devices, is not allowed inside the Harvey Center. Tobacco products can be consumed at a minimum distance of 25 feet away from any building entrance. The consumption of alcohol is not allowed inside the Harvey Center, or on the Harvey Center grounds.
6. At the time of signing this rental agreement, the resident, not for profit rental fee in the amount of \$100 is due. In addition, a cleaning and damage deposit of \$50 will be due no later than seven (7) days prior to the rental date. The cleaning and damage deposit will be returned within thirty (30) days following your event, provided the building is left in the condition it was found, and there have been no violations of the rules, damages, or loss of property. Please note that all rental events held at the center must end at the end time listed on the usage agreement. No rental will extend beyond 9:00pm.
7. If additional cleaning and/or damage repair is required by the city, the renter will be charged an hourly damage repair and cleaning rate.

8. No items including decorations are allowed to be nailed, tacked, screwed, stapled, or taped to any non-cement walls or ceilings, nor may any modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
9. No made from scratch cooking is permitted in the kitchen without prior written permission from the city of Port Huron. Use of the sound and projection systems is allowed with prior approval.
10. Any items left behind and not claimed within 1 week will be donated to charity.
11. In the event the City of Port Huron determines at any time that violations of the terms of this agreement or applicable laws, ordinances or regulations has occurred or is likely to occur, in your use of the premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.
12. Confirmation & Signature: By signing the Building Usage Agreement Contract, you are stating that you have read the Rental Guidelines as stated above and have been given a copy for your records.

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_