

COMMUNITY HALL RULES & CLEANING REQUIREMENTS

RENTERS CANNOT:

- Use tacks, pushpins, staples, glue or tape on any walls or woodwork
- NO burning candles or fire of any kind (battery operated candles are allowed)
- NO SMOKING in the building at any time

HALL:

All floors must be swept and mopped. Window sills and woodwork must be wiped off if food or drinks are spilled on them. Wipe off tables and chairs. Put tables back on the floor as they were when you started and all chairs back in racks. All floor mats must be vacuumed at both doors.

BATHROOMS:

All sinks, toilets, mirrors and floors (swept and mopped) must be cleaned. Trash emptied.

KITCHEN:

Electric range clean inside and out. (You may have to use oven cleaner if the interior has food spills and scour the top burners if food is in burner pans.) Cupboards, counter tops, sinks, all appliances, pots, pans, dishes, etc. – everything used in the kitchen must be cleaned. Floors must be swept and mopped. Trash, recyclables and cardboard must be bundled, tied and brought to the main street to be picked up at 10:00 a.m. or 4:00 p.m. You can purchase trash bags at the Department of Public Works office on the second floor of our building on Monday through Friday from 10 a.m. to 2 p.m. Please keep all City property in the building.

COURTYARD:

Please pick up and remove all trash, cans, etc. from the area.

Please use the cleaning supplies and cleaners provided in the janitor room by the kitchen to perform these tasks.

Failure to clean the premises properly will result in loss of deposit.

Signature: _____ **Date:** _____

Please sign and return a copy to the City of Mackinac Island.

COMMUNITY HALL USE & SHORT TERM RENTAL AGREEMENT INFORMATION AND POLICIES

Attached, is the agreement required to be executed and in place prior to the rental and use of the Community Hall building. For purposes of fees, deposits and categories of use, the following policy as adopted by the Mackinac Island City Council on September 24, 1997 and amended November 5, 1997 is provided:

RENTAL POLICY

The Community Hall is a public facility and property owned, operated and maintained by the City of Mackinac Island for the expressed purpose and use for civic and municipal services and for the benefit of all members of the Mackinac Island Community. Because of its public purpose, priority in its usage shall be:

- a. Governmental purpose, including the event of emergency public need.
- b. Civic and charity events that provide a direct benefit to the Community as a whole.
- c. Community social events and functions that provide direct and indirect benefit to the Community as a whole.
- d. Social events intended to provide a recognition of significant achievement/event of a Community member(s). (e.g. graduation, wedding reception, retirement, etc.).
- e. Social events intended to provide a recognition of significant achievement/event to non-Community member(s).
- f. Commercial purposes by for-profit organizations

1. DEPOSIT

A cash deposit is required to be paid no less than thirty (30) days prior to the date of the planned function/event/activity. The deposit assures the date and time of the planned function will be scheduled and blocked. Scheduling is on a first-come-first-served basis. In the event of a conflict, the usage policy as stated above shall be applied. The deposit is applied as may also be provided for within the agreement. This deposit is non-refundable if cancellation of the event is not made in accordance with the cancellation policy as state herein.

2. RENTAL FEE

Rental fees must be received no later than fifteen (15) days prior to the scheduled use. The fees are as adopted by the City Council and based on the following type of rental group/category:

a. Use and Rental by INDIVIDUAL

(Weddings, wedding receptions, graduation parties, retirement parties and the like)

RENTAL FEE CONT'D

b. Use and Rental by NON-PROFIT/CHARITABLE GROUPS

(Civic groups, service clubs, churches, schools, government and the like)

(Consideration of a waiver of fee in this category is by request to the City Council)

c. Use and Rental by COMMERCIAL (FOR PROFIT) GROUPS

(Business seminars, business reception, and the like)

(The rental and use of the facilities shall not be for the purpose of selling goods or services at retail or wholesale, or the taking of orders for goods or services).

3. CANCELLATION

Cancellation must be made by written notice to the City no later than ten (10) days prior to the scheduled function.

4. AGREEMENT

A signed and executed agreement must be in place at the same time the deposit is submitted to reserve the Community Hall for the scheduled event. For purposes of signing, for use and rental by an individual, that person organizing, or is responsible for the organization, of the event must sign the agreement. By such signing, that person assumes all responsibilities as stipulated within the agreement, which cannot be conveyed to another person or persons. For this purpose, a person is defined as a separate individual, and not an organization, business, corporation, or group. The agreement shall be between the City of Mackinac Island and that individual.

For purposes of rental by non-profit/charitable groups, and commercial (for profit) groups, signing must be by that person elected or appointed to a position of responsibility which includes the authority to commit that group or organization to the terms and conditions of the agreement. The agreement shall be between the City of Mackinac Island and the group or organization.

5. AVAILABILITY & SCHEDULING

Scheduling is coordinated through the Mayor's Assistant. For information on availability and scheduling call (906) 847-6556, during normal business days and hours (Monday through Friday, excluding holidays, between 10:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.).

Reservations shall not be accepted which are more than six (6) months in advance of the planned activity/event/function.