



CITY HALL FACILITIES: Standard Rental Application

Revised: May 4, 2021

NOTE: The Standard Rental Application is for use of events with less than 100 persons. If the event is expected to have more than 100 persons in attendance, the *Special Event Application* is required.

Organization Name (if any) _____

Check if organization is a Non-Profit (must attach valid IRS Code 501(c)3 certification to be considered)

Name of Person Responsible _____

Address _____

Daytime Phone _____

Evening Phone _____

Email _____ Approx. size of group (must be less than 100 persons): _____

Activity / Reason for rental _____

NOTE: All rentals require a refundable \$100.00 deposit to cover damage, clean-up, or time used in addition to reservation. The City may charge additional fees for other services not listed. Rental deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of deposit fees. Cancellations must be made at least 14 days before the rental date in order to receive a refund of the rental and deposit fees. By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete. Use of any facility without full payment, regardless of past arrangement, will be required to vacate facility to accommodate renter with full payment. The rental must comply with all Michigan Department of Health and Human Services Epidemic Orders. Failure to do so will result in immediate termination of the rental.

Signature of Renter	Date

City Staff Approval/Signature	Date
<input type="checkbox"/> Requested Date Avail.	<input type="checkbox"/> Residency
<input type="checkbox"/> 501(c) docs.	<input type="checkbox"/> Payment

OFFICE USE ONLY			
\$100 Deposit Paid		Key/Fob Issued	
(Date/Amount)		(Date/Staff Initial)	
Rental Fee Paid		Key/Fob Returned	
(Date/Amount)		(Date/Staff Initial)	
Total Paid			
(Date/Amount)			

Rental of Gymnasium, Community Rooms, and/or Meeting Room at City Hall

Hourly Rental Rates per Facility	Resident		Non-Resident		Non-Profit* (*Must attach 501(c)3 documents to be considered)			
					Resident		Non-Resident	
	<input type="checkbox"/>	\$20.00/hour	<input type="checkbox"/>	\$40.00/hour	<input type="checkbox"/>	\$15.00/hour	<input type="checkbox"/>	\$30.00/hour
ONE TIME EVENT								
EVENT DATE: (mo/day/yr)								

RECURRING EVENT								
EVENT DATES: Please include all event dates. (mo/day/yr)								

Facility Rental Options – Fee Summary - Please complete for event(s).

NOTE: Rental times must be on the hour, no half or quarter hours are allowed.				# of Hours	# of Days	Rental Hourly Rate	Rental Fee
<input type="checkbox"/>	Community Room - B100 Max. Capacity: 50						
TIMES	SET UP	EVENT	CLEANUP		X	X	=
<input type="checkbox"/>	Community Room - B101 Max. Capacity: 40						
TIMES	SET UP	EVENT	CLEANUP		X	X	=
<input type="checkbox"/>	Community Room - B102 Max. Capacity: 40						
TIMES	SET UP	EVENT	CLEANUP		X	X	=
<input type="checkbox"/>	Meeting Room - B016 Max. Capacity: 35						
TIMES	SET UP	EVENT	CLEANUP		X	X	=
<input type="checkbox"/>	Gymnasium Max. Capacity: 160 with tables and chairs* (*Not provided.) 340 with chairs only* (*Not provided.)						
TIMES	SET UP	EVENT	CLEANUP		X	X	=
SUBTOTAL					X	X	=