

## Senior Center Rental Policy

1. Monday through Friday: The kitchen area is dedicated to the use of Ogemaw Commission on Aging from 7:30 a.m. until 2:00 p.m. The dining room is reserved for the meal program from 11:45 a.m. until 12:45 p.m.

2. The fee schedule is as follows:

| Resident/property owner in City of West Branch, West Branch Twp. or Edwards Twp.: | Non Resident: | Non Profit (Non-fundraising activities)** |
|---|---------------|---|
| ½ Day Rental (up to 4 hours)  | \$90          | \$40                                      |
| Over four hours   | \$155         | \$65                                      |

\*\*Non Profit holding fundraising events will be charged the regular fee, based on where they are located.

3. The time specified on the reservation form, is the only time the building is to be used for the event. Additional time for the event set-up will be charged to the renter if this was not specified on the reservation time. This will be deducted from the security deposit. All rentals are charged a security deposit regardless of the situation.

4. Deposit of \$150, proof of liability insurance and a signed hold harmless/indemnification agreement will be required prior to rental of the building. Security deposit may be returned following use provided the building is not damaged or left in an unclean condition. Cleaning checklists are given at the time of receiving the building key and must returned completed with the key.

5. Items in the kitchen must not be used during the rental period. All utensils, pots/pans, etc., must be provided by the renter. Any items missing will be charged to the renter and taken from the security deposit.

6. Any damage to the building and/or the property will be charged to the security deposit.

7. Keys must be left on the kitchen counter after the rental time has expired. If the key is not left, there will be a \$5.00 (five) charge for each day it is not returned. This will be taken from the security deposit.

8. Any reservations for activities of a repeating nature (more than twice) must received in writing and approved by the Housing Director. If the request is denied, an appeal may be submitted to the City Manager for further review.

9. Keys must be picked up for weekday rentals, the day of the event, and weekend rentals, the Friday prior to the event. The keys will be picked up at the West Branch Housing Department, 200 S. Valley Street. Business hours are 8:00 a.m. to 4:30 p.m.