

City of Keego Harbor
2025 Beechmont
Keego Harbor, MI 48320
248-682-1930
Community Room Rental

Rental Date: _____

1. Damage Deposit of \$100.00 and \$50.00 non-refundable preparation fee to be paid in advance. Make two separate checks payable to "City of Keego Harbor". The \$100.00 deposit will be refunded if no damage occurs and no excessive cleaning is required.
2. All food & food service to be restricted to the tiled open area.
3. City will provide _____ bare 30"x60" folding tables (there are 7 tables available).
4. City will provide _____ vinyl covered side chairs (there are 40 chairs available).
5. Keego Harbor Police Department will open the building & lock up.
6. User must call Police dispatch at (248)975-9200 - 45 minutes before entry to gain access.
7. User to call Police dispatch 30 minutes before exit and a user representative must remain on the premises until Police Department arrives.
8. Keego Harbor City Hall is non-smoking facility.
9. No alcoholic beverages of any kind will be allowed.
10. At the end of the event, user will:
 - A. Bag & tie all debris and leave on the tile floor in front of the community room.
 - B. All excess liquids will be disposed in janitor closet in men's room.
 - C. No fluids to be left in any garbage bags.
 - D. Carpets to be vacuumed (city appliance located in janitor closet).
 - E. Tile surfaces to be wet mopped (with water only, located in janitor closet).
 - F. Any damage to premises, and/or equipment will be the sole responsibility of the user.

I have read the foregoing terms of use for the public area of the city hall and agree to be bound thereby. I hereby attest that I am a current resident of the City of Keego Harbor.

Signature

Date

Print Name

Drivers License

Street Address

Phone Number

City, State, Zip