

CITY OF LAPEER PARKS and RECREATION DEPARTMENT  
880 S. SAGINAW STREET, LAPEER, MI 48446  
PHONE (810) 664-4431  
FAX (810) 667-7153

**APPLICATION AND AGREEMENT FOR USE OF THE LAPEER DEPOT**

- *Application is not valid until authorized by the City of Lapeer*
- *Have the approved application available at the Depot during the rental.*
- *This application is subject to facility use Rules & Regulations.*

Applicant (organization, club, individual): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Facility Desired: \_\_\_\_\_

Activity Planned: \_\_\_\_\_

Activity Date: \_\_\_\_\_ Time: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_ Is the General Public Welcome? \_\_\_\_\_

Additional Needs \_\_\_\_\_

**FACILITY USE AGREEMENT**

1. It is understood that this application is subject to facility use Rules and Regulations.
2. This agreement may be revoked for any violations, misrepresentations, or objectionable actions as deemed by the City of Lapeer. The use of the facilities may also be cancelled any time conflicts, hazards, or unforeseeable problems occur.
3. The applicant certifies that the information is true and correct.
4. The applicant has been authorized by the group/organization to represent it, and the applicant will be present at all times.
5. The applicant/organization agrees to assume all responsibility for damages or liability of any kind and further agrees to release, indemnify, and hold harmless the City of Lapeer, its boards, commissions, agents, and employees from any and all suits, claims, damages, costs and expenses of every kind in conjunction with this application and use of the facilities and equipment, except that rising out of the sole negligence of the City of Lapeer.
6. A "use deposit" and/or certificate of insurance naming the City of Lapeer additional insured may be required.
7. Special Items:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

# DEPOT RULES and REGULATIONS

## FACILITY AVAILABILITY

- Facilities are available under a “private party” use arrangement. The applicant/sponsor of the activity is responsible for their group’s actions including any damages or losses caused to the Depot.
- Facilities will not be rented for any activity that may violate good morals, manners or taste; be injurious to people or property, or conflict with City principles.
- Only compatible uses of the Depot will be considered.

## RESERVATIONS

- Reservations should be made in advance and will be handled on a “first come” basis.
- All application information must be filled out and appropriate fees paid.
- The reservation time period shall include all preparations, activities, clean-up and restoration.
- Reservations will be confirmed upon approval by the City of Lapeer.
- Reservations will be considered up to one year in advance.
- Organizations requesting a rental may be required to provide (1) a “use deposit” against damages, clean-up, or key return and/or (2) proof of liability insurance naming the City of Lapeer “Additional Insured” for the event.

## PREPARATIONS

- All furniture, equipment and other needs shall be detailed in the application and approved in advance.
- Decorations, signage, etc. shall not be attached to the walls, ceilings, or other permanent fixtures altering or damaging any surfaces.
- Security may be required at the discretion of the City. All costs are the responsibility of the applicant/renter.

## USE

- Guests must follow the established Rules & Regulations of the Depot. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental.
- Use will be restricted to the terms of the application including the area reserved, time of entry and departure, intended activity, etc.
- Conduct shall not violate local, state, or federal laws and shall at all times be conducted in a mature and responsible manner.
- Rentals shall not infringe on the use of the Depot waiting room by train passengers.
- The designated person in charge shall be responsible to ensure that adequate supervision is provided.
- Damages to the facility or equipment shall be reported as soon as possible.
- For emergencies contact the Lapeer City Public Safety Department at 911.
- Smoking and/or use of other tobacco products is prohibited.
- Selling merchandise, food, or other items requires prior approval.
- There shall be no alcohol use in the Depot or on City property.
- The City of Lapeer shall not be responsible for personal property while a group is using the facility.
- Lock all doors and windows, turn off the lights, and return the keys.

## CLEAN-UP

- Clean-up shall be performed during the approved rental time period.
- Clean-up shall include, but not be limited to, (1) removal of all food, beverages, decorations, displays, equipment, or other materials; (2) wipe tables, chairs, and put away; (3) clean-up spills and sweep floors; (4) deposit trash in proper receptacles; (5) any other clean-up necessary. Report special needs to the Parks and Recreation Department.
- The Depot shall be inspected following the rental.
- Deposits may be forfeited if the facility is not completely clean.

## FEES

- Fees will be according to current rental rates available at the Parks and Recreation Department.
- Rentals will require a minimum one-hour base rate with additional time prorated accordingly.
- Fees shall be paid at the time of application. Reservation deposits totaling 25% may be required for large and/or multiple rentals.
- Additional fees shall be charged if special supervision, maintenance, and/or clean-up is required.
- Damages are the responsibility of the applicant/organization.
- Refunds will be issued for all “small” rentals reserving a single activity area for under 2 hours upon seven (7) days written notice subject to a rental cancellation fee.
- Refunds will not be issued for “large” rentals requiring a deposit. The deposit will be forfeited.