

**CITY OF OVID**  
**Ovid, Michigan**

**FACILITY USE POLICY**

**General Information**

- When not in use by the City of Ovid (“the City”), the Ovid’s activity room may be used by persons or entities other than the Village in accordance with this Facility Use Policy.
- This policy shall apply to all individuals and groups that request access to the Ovid’s activity room.
- No Group or individual shall be excluded from equal access because of Religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or viewpoint.

**Priority of Use**

- City and City-related groups shall have priority of use. No renter shall be permitted to use the activity room in any manner that shall interfere with conduct of City business.

**Permissible Renters**

- Other than the city and city-related groups, only the following kinds of groups shall be permitted to rent the city’s activity room:
  - Municipalities from Clinton and Shiawassee Counties in Michigan.
  - Registered non-profit groups.
  - Groups whose members are primarily composed of residents of the City.

**Reservation of Facilities**

- Requests to use the activity room must be submitted in writing to the City Clerk.
- Reservations shall be on a first come, first served basis.

- A renter must be at least 18 years of age.

### **Fees**

- There is a flat fee of \$50, The activity room may not be rented for less than 3 hours.
- The fee shall be waived for senior citizen groups and groups consisting of youths. For purposes of this provision, senior citizens shall be defined as those 65 years of age and older. Youths are those persons under the age of 18.

### **Building Hours**

- Activities must be completed and facilities cleared by 11:00 p.m.

### **Conditions of Use**

- Only municipal groups shall be given keys to City facilities.
- Use of City facilities by and for-profit group or for profit-making purposes is prohibited.
- Alcoholic beverages are not allowed within City facilities.
- City facilities are “smoke-free”. Smoking and/or use of other tobacco products is not permitted.
- Renter bears financial responsibility for any damage caused to the premises this may result in loss of renter’s security deposit.
- Activity shall be of a nature suitable for presentation in a public building.
- Renter shall not violate state law, federal law, or City Code.
- Exits aisles, and stairways shall remain clear and unblocked. Facility capacities, as determined by the fire marshal, shall not be violated.
- Decorations permitted only if not fastened to the walls or ceiling, and must be removed at the conclusion of the event. All decorations must conform to fire code. No staples, nails, or tacks may be used. Damage to the premises and/or failure to remove decorations may result in loss of renter’s security deposit.
- Any materials or equipment belonging to the renter must be removed from

the facility and the grounds at the conclusion of the activity. Failure to remove materials or equipment belonging to the renter may result in loss of renter's security deposit.

- Individuals or groups renting facilities will be held responsible for the conduct of the people admitted to their activity.
- No person shall make, continue, or cause or permit to be made, any unreasonable noise disturbance within the City facilities. Volume shall at no time be louder than necessary for convenient hearing for the person or persons in the room.

### **Insurance**

- The City, or any of its officers, agencies or employees, will not be responsible for injuries, loss, or damage to personal property occurring as a result of any activity being conducted on City property.
- Each renter may, in the city's discretion, be required to present proof of insurance.
- If required by the city, the renter shall, at its own expense, keep in full force and effect until the cessation of its activity a policy of public liability and property damage insurance with respect to the City having limits of less than One Million Dollars (\$1,000,000) for each occurrence and aggregate, including bodily or personal injury, product liability, if applicable, and property damage, with the city of Ovid names as an Additional Insured for the period of the activity. Such insurance shall specify that the City of Ovid shall receive ten (10) days prior notice, in writing, of cancellation.

### **Indemnification**

- Renter agrees to indemnify and hold the city harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of renter's use of city facilities and to reimburse the City for any such expenses incurred.

### **Cleanup**

- Renter will be held responsible for leaving the facility in the same condition as it was found. Charges for abnormal amounts of cleaning by maintenance personnel will be paid from renter's security deposit and/or billed to the renter.
- General cleanup is to be conducted by renter as follows:

- Tables and chairs should be wiped and returned to the proper places.
- All kitchen facilities cleaned – including stove, refrigerator, sink and counter tops.
- All paper and garbage cleaned up and put into the proper receptacles with appropriate waste stickers attached.
- Floors swept as necessary and mopped if there is excessive water, dirt, or other mess.
- All decorations, posters and signs must be removed.

**Violation of Facility Use Policy**

- Violation of these guidelines and/or City Code will result in the denial of future facility use and/or loss of security deposit.

**I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) TO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.**

NAME (Please Print): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

Day Phone Number ( ) \_\_\_\_\_ Cell Phone Number ( ) \_\_\_\_\_

Date of Event: \_\_\_\_\_

**“The City of Ovid is an equal opportunity provider”**