



# CITY OF DEWITT

## COMMUNITY ROOM USAGE APPLICATION

414 East Main Street, DeWitt, MI 48820

Ph: 517-669-2441

[www.dewittmi.gov](http://www.dewittmi.gov)

### Rental Hours

Monday 10 am - 9 pm, Tues - Friday 8 am - 9 pm, Saturday 10 am - 6 pm

Closed Sundays, all City observed Holidays & Saturdays if the Holiday falls on Friday or Monday.

### Please Print:

Contact/Billing Person: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Date of Reservation Requested: \_\_\_\_\_ Activity/Event Type: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ (Please include time for setup/tear down)

Estimated Number in Attendance: \_\_\_\_\_ (tables and chairs provided for up to 130 guests – maximum capacity)

Equipment Available: 18 five-foot round tables, 3 eight-foot rectangle tables, 130 chairs, microphone, audio, TV video

### Room Fees:

City of DeWitt Resident: First 2 hours are billed at \$20. Each additional hour will be billed at \$20/hr.

Non-City Resident: First 2 hours are billed at \$40. Each additional hour will be billed at \$40/hr.

Non-Profit Organization: M-Thu (10 am – 6 pm for 2 hours, no charge) hourly rate applies after 2 hours. (See pg. 2 for details)

Security Deposit: \$150.00 due at time of reservation (\$150.00 refundable)

**\*\*Hourly Room Fee and Security Deposit are due at the time of making the reservation. Reservation requests for the Community Room will be accepted from the general public on a first-come, first-served basis. A reservation may be confirmed, but shall not be considered final until the applicable deposits/fees are paid\*\***

### How to apply:

Applications may be submitted in person or by email to [info@dewittmi.gov](mailto:info@dewittmi.gov). If submitting by email you will receive a Statement emailed back to you with your amount due. Payments can be paid on-line or in person.

### Online Payment:

To make payment on-line please visit <https://www.invoicecloud.com/CityofDewitt> and select Miscellaneous Payments.

1. From the Payment Type drop-down chose **Community Room Rental**.
2. Complete all required fields marked with a \*.
3. The payment amount will be the Total located at the bottom of your Statement.
4. Enter your invoice number in the Notes field.
5. Review your information, click + Add Selected Invoices button.

**\*\*Once payment has been made and received, your reservation will be processed, and you will receive an emailed copy of your Rental Contract confirming your reservation. \*\***

**Refunds** - Full Refunds can be authorized 30 days before the event date. If the event is canceled within 30 days, a \$20 administrative fee will be applied.

**Cancellations** - All fees will be fully refunded should an event be canceled by the City of DeWitt.

**Non-Profits** - The group shall file with the City, proof of general liability and standard property damage insurance policy, a minimum of fourteen (14) days prior to the event date. Such policy shall be provided at the group's expense and insure the group and name the City of DeWitt and its agents as an additional insured against such liability imposed on such group and/or the City of DeWitt arising from injury or damage. Such policy shall provide for no less than the payment of up to the denoted amount in the event of injury to or death of one or more persons; for all damages arising out of injury to or destruction of property in any one occurrence due to acts or omissions of the group or its members. Policy limits shall be set at no less than \$5,000,000 per occurrence. The policy of insurance shall be written by an insurance company authorized to do business in the State of Michigan. A certificate of the insurance shall be filed with the City Clerk, subject to prior review and approval by the City's legal counsel. The certificate shall have endorsed therein the City DeWitt and its agents as an additional insured. All insurance and certificates shall include an endorsement providing for not less than thirty (30) days prior written notice to the City Clerk of termination, expiration, or material change of terms of the insurance.

By signing this Application, the Corporation, Organization, or Individual ("User") identified above acknowledges that it has read and agrees to the terms of the Community Room Rental Policy. The User also agrees to indemnify and hold harmless the City of DeWitt, its agents, employees, officers, and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Community Room, its furnishings or equipment by the User or any person attending the User's meeting. The User also agrees to pay for any damage caused by its use of the Community Room. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

Name of responsible person: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

**ELECTRONIC APPLICATION SUBMISSIONS**

By checking the box, I state that I have read and understood the above terms and conditions.

**IN-PERSON APPLICATION SUBMISSIONS**

By signing below, I state that I have read and understood the above terms and conditions.

Signed \_\_\_\_\_