

CITY FACILITY REQUEST FOR USE/RENTAL

(*New Rates as of 09-24-2019)

“City Resident” a City of St. Johns resident who pays city taxes

“Non-city Resident” a resident of St. Johns or elsewhere who DOES NOT pay city taxes

MAIN PARK PAVILION (near Performance Shell; max. capacity: 250)

City Residents, weekdays, \$30.00 Non-City Residents, weekdays, \$60.00
City Residents, weekends, \$60.00 Non-City Residents, weekends, \$90.00

ROTARY PAVILION (Next to Volleyball Court) max. capacity 100

HAINER PAVILION (Next to Fantasy Forest) max. capacity 100

ZEEB PAVILION (Next to Smith Hall) max. capacity 100

For any of the above pavilion rentals, rate is the same for all (below)

City Residents, weekdays, \$20.00 Non-City Residents, weekdays, \$40.00
City Residents, weekends, \$40.00 Non-City Residents, weekends, \$60.00

PERFORMANCE SHELL (City Park) (\$300.00* refundable deposit required)

Rental rate for this facility is \$35.00* per hour, unless a non-profit organization.

Contact the City Offices if you will require use of chairs or will require use of sound equipment.

** Chairs and all equipment must remain on stage**

DEPOT PAVILION (Downtown)

Rental rate for this facility is by half day or full day:

City Resident rate for ½ day (4 hours) is \$30.00 Non-City Residents \$50.00
City Resident rate for full day (8 hours) is \$60.00 Non-City Residents \$100.00

RAILROAD DEPOT BUILDING (Downtown) (\$50.00 refundable deposit required) max. capacity 55

Rental rates for this facility are by pre-set 5-hour rental blocks:

City Resident rate for one (1) 5-hour rental block is \$60.00* (\$90.00* for non-city resident)

Keys can be picked up in the City Offices 1-2 days prior to the event. Keys must be returned to the City Offices or the dropbox 1-2 after the event.

DEPOT PAVILION AND BUILDING COMBO

To rent both facilities for the same event, two separate facility requests must be completed and will be processed individually on a first come, first served basis. A \$5 discount will be applied to ½ day rental combos; \$10 discount for full day rental combos.

WILSON CENTER GYM (101 W Cass St, St Johns, MI 48879)

City Resident/Non-Profit \$25.00 per hour Non-City Residents \$35.00 per hour For-Profit \$45.00 per hour

BIRTHDAY PARTIES AT THE WILSON CENTER (101 W Cass St, St Johns, MI 48879) Limited availability (\$50.00 refundable deposit required)

\$115 2½ hour rental for a 2-hour party:

- 15 minutes prior for setup
- 1 hour 15 minutes for gym space activities
- 45 minutes for party room
- 15 minutes after party for cleanup

Equipment and setup are included in the rental price for birthday gym activities including basketball, volleyball, floor hockey, pickleball, 9-Square in the Air, lacrosse, Nerf battle, and the like. You may select up to two gym activities.

**CITY OF ST. JOHNS
SPECIAL EVENT AND/OR FACILITIES RENTAL
USE AGREEMENT**

Blank fields indicate information provided on the digital reservation request form.

This Agreement is made on the _____ day of _____, 20____, between the City of St. Johns, hereinafter referred to as "City" and _____, hereinafter referred to as "User".

Through this agreement the City grants to User a limited license for use of those city-owned public facilities known as _____ and hereinafter referred to as the "Premises".

- This Use Agreement shall be for a single term of ____ hours, to commence on this date: _____ beginning at _____ am/pm and ending at _____ am/pm the same date.
- This Agreement shall permit User to occupy the Premises for the following limited purpose: _____
- User shall be solely responsible for the safety and well-being of any and all of its guests, agents, servants, employees, invitees, licensees or contractors in connection with any and every use and occupancy, intended or otherwise, by User.
- User further agrees to indemnify City and hold it harmless from and against any and all claims, actions, damages, liability, and expense, including actual attorney's fees and court costs in connection with the loss of life, personal injury, damage to property or any act or omission, arising from any occurrence in or about the Premises or from the occupancy or use by User of the Premises or resulting, in whole or in part, from any act or omission of User, its guests, agents, servants, employees, invitees, licensees or contractors.
- If the City deems that additional insurance is required to secure User's performance under the preceding paragraph, the City will require that User obtain and maintain at all times of use of the Premises a policy of general liability insurance in the following amount: \$_____, per occurrence. The City shall be named as an additional insured. Said insurance shall be issued by an insurance company licensed to do business in the State of Michigan.
- This Use Agreement cannot be assigned to another entity or individual.
- User agrees not to make any alterations, changes or repairs to the Premises without the prior written consent of the City.
- User agrees to return the Premises to its same condition as before use and agrees to reimburse and indemnify the City for any costs or expenses incurred by the City to place the Premises in its previous condition.

- User agrees to properly and immediately after the event dispose of all refuse and remove all signs, banners, decorations or other items from the Premises and surrounding area.
- User shall not use nails, staples or any metal fasteners to adhere decorations or signage to the structures comprising the Premises.
- User acknowledges that City is not responsible for the theft, loss or damage of any items that were placed in or around the Premises for the event.
- The City authorizes / does not authorize (circle one) SOUND AMPLIFICATION at the Special Event. The City authorizes / does not authorize the USE OF FIREWORKS at the Special Event.
- The User is permitted to bring chairs, tables and other movable items to the Premises as needed. All such items must be removed from the Premises immediately after the event.
- ALCOHOLIC BEVERAGES ARE PROHIBITED FROM BEING POSSESSED OR CONSUMED ON THE PREMISES OR SURROUNDING AREA PER CITY PARK RULES AND LOCAL ORDINANCE. The City may, in its discretion, suspend this alcohol prohibition for use of the Premises by:
 - 1) non-profit organizations, or
 - 2) community service clubs. (Separate application for alcohol use by such organizations must be completed and returned with the Special Events application).
- The User acknowledges and agrees that each provision of this Agreement is consideration for the limited license to use the Premises and that a violation of any provision herein shall be grounds for the immediate termination of this Agreement and the use of Premises in the City's sole discretion and without prior notice. Any waiver of a breach of one provision of this Agreement by the City does not constitute a waiver of any other breach of other provisions.
- This is the entire Agreement between the parties. This Agreement can only be modified by written amendment agreed to and signed by User and City representative.