

VILLAGE OF MAYBEE
VILLAGE HALL LEASING POLICY
Adopted June 13, 2018

1. Village residents or individuals employed in the Village of Maybee may make reservations for the rental of Maybee Village Hall. Reservations will be accepted on a first come written application basis only.

2. A person proposing to lease Maybee Village Hall must have a signed rental application/agreement along with a copy of applicant's photo identification.

3. A rental date is not confirmed until a written rental application/agreement has been completed, signed by the applicant, rental fees, \$100.00 for Hall and security deposit of \$100.00 have been paid to the Village Treasurer, other applicable requirements met and the application has been approved by the Village President. Applicants will be considered the responsible party in case of damage, theft or disturbances during the rental period. Checks should be made payable to the Village of Maybee.

4. Rentals shall be limited to four hour increments, along with 1 hour prior to the event for set up and one hour after the event for clean up, during the hours of 8:00 AM – 10:00 PM, Monday through Sunday. Further, in order to comply with the Fire Department and Health Department Regulations, occupancy is limited to parties of 75 or less.

5. The Village reserves the right to assess additional costs to the applicant should the Hall be damaged during the rental period.

6. Cancellations made within 7 business days following the date of signing of rental application/agreement will be given a refund less a \$25.00 processing fee. After that time 100% of the reservation fee will be non-refundable, but the security deposit will be refunded.

7. No alcohol or other liquor or intoxicating beverages are permitted to be served or consumed on the Premises, unless Tenant provides a policy of insurance commonly known as "Host Liquor Liability Insurance" in the minimum amount of \$300,000.00, which would include coverage for damages and injuries arising out of Tenant's occupancy and use of the Leased Premises and provision of alcoholic beverages on the date of occupancy. The certificate to be provided shall name the Village of Maybee, its Council Members, employees, and agents as additional insureds and as a certificate holder. A copy of the certificate of insurance shall be provided to the Village Clerk prior to securing the key for the Hall if alcohol is to be served or consumed.

10. A copy of the Maybee Village Hall Lease Agreement is available on the Clerk's Page of the Village website. For telephone inquiries as to Maybee Village Hall rental procedure please contact the Village Clerk's Office at (734) 587-2900.

CERTIFICATION OF POLICY

The undersigned Clerk of the Village of Maybee hereby certifies that the foregoing constitutes a true and complete copy of a policy adopted at a regular meeting of the Village Council held on June 13, 2018, at which meeting the above Maybee Village Hall Leasing Policy was adopted; all members of the Village Council present voted as indicated in said minutes; and that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Village Clerk