

Milan Community House Rental Form

147 Wabash St.
Phone (734) 439-1549

Milan, Michigan 48160
FAX (734) 439-3925
www.milanmich.org



Name of Group: _____

Person Responsible: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Type of Activity: _____ Number Attending: _____

Date Desired: _____ Time: _____ to _____

RENTAL RULES FOR COMMUNITY HOUSE USE:

1. All groups using the facility must complete the rental form in full.
2. Payment of \$100.00 for the refundable damage deposit and the rental fee, must be paid at the time reserving is made.
3. Rental will be responsible for set up of tables and chairs in the building. Person responsible can pick up the key at the Milan Police Department the day of the event. Please notify the Milan Parks & Recreation Office by the Monday before your rental date, who and what time someone will be picking the key up. When the event is over the key must be returned to the Milan Police Department.
4. Adequate supervision must be provided for all group activities in the Milan Community House.
5. No intoxicating beverages are permitted in the Community House according to City Code.
6. Renting group is responsible for any damage to the building and/or equipment in the building incurred during their occupancy.
7. Renting group is responsible for cleaning the building area after their use, tables and chair torn down, turn off all building lights, ceiling fans, taking all trash to dumpster and for locking and securing the building.
8. Damage deposit will be refunded 4 to 6 weeks after event, provided that the Center was left in an acceptable condition.

Signature of Applicant: _____

Rental Rate	Weekend Fees Friday, Saturday and Sunday	Weekday Fees Monday through Thursday
Resident: 40 or less	\$100	\$50
Non Resident : 40 or less	\$150	\$100

Plus an additional \$100.00 refundable Damage Deposit

For Office Use Only:

Private Group: _____ Comm. Group: _____ Approved by _____

Rental Fee \$ _____ Deposit: _____ Revised 8/1/2016