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# SYCAMORE ROOM

Revised February 11, 2019

# Welcome



## Welcome to City Hall

City Hall is located at 201 W. Ash St in Mason, Mi and is home to many vital parts of City government. The City clerk's office, police department, finance, and even City Administration can be found within the 4 walls of City Hall. Redesigned in 2010, City officials wanted to take a more community approach to City Hall. A state-of-the-art training room and community room were implemented into its design.

## A warm welcome

From the time you walk in the doors, you feel a sense of professionalism and comfort. City Hall took an earthy approach to design with soft earthy tones in flooring and wall colors. The large foyer entrance is just one of the many beautiful parts of City Hall that all are welcome to rent and use.



## A room for everyone

With a community approach in mind, just off of the entrance of City Hall, one can find a luxury great room better known as the Sycamore Room. With a capacity of 96, all events ranging from local gatherings, meetings, birthday parties, and memorials, the community room has

room for it all. Vaulted ceilings, raised floors with HVAC ran throughout, and a full-size kitchen this room is perfect for all events. All inquiries can be directed towards the Customer Service desk at 517.676.9155. More information can be found attached.



# Availability

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The Sycamore room is available throughout the year at scheduled times. RENTER'S may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER'S rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental. To check availability and for any questions, please call Customer Service Monday through Friday between the hours of 8:00am and 5:00pm at 517.676.9155.

# Fees

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- A RENTER who lives inside the City limits agrees to pay the sum of \$100.00 in rent.
- A RENTER who lives outside the City limits agrees to pay the sum of \$200.00 in rent.
- A RENTER further agrees to pay a deposit of \$50.00 which will be refunded upon satisfaction of items 1,6,7 and 9 of this rental agreement.

# Rules and Regulations

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## Keys:

It is the RENTER's responsibility to pick up the key for the rented room during normal business hours (Monday - Friday, 8:00 a.m. to 5:00 p.m.) in advance of the scheduled meeting time. The RENTER shall return the key to the City Hall within 24 hours after completion of rental, or if rental takes place on a weekend, the RENTER shall return the key on the first business day following rental day. For added convenience, the RENTER may place keys in the drop box outside the front door. If keys are not returned, the expense of new copies will be deducted from the deposit.

## Access:

Only the front entrance of City Hall is to be used for access to/from the rented room. The RENTER is responsible for insuring that members of RENTER's group also use the front entrance so as not to interrupt City personnel. The RENTER is responsible for requesting ADA door be operable if needed and agrees to make sure all doors are locked when activity is completed. **PARKING IS PROHIBITED BETWEEN CITY HALL AND THE FIRE STATION, RED OUTLINED PARKING SPACES.**

The RENTER is to lock City Hall entrance doors along with storage room doors if used when activity is completed; Renter agrees to remain at City Hall until the agreed time that the automatic door locks.

The RENTER is to assume all supervisory responsibility for all persons present at facility during rental period.

The Renter is to keep activities in the room that was rented. Use of any other area of City Hall is prohibited.

**Clean-Up:**

All RENTER's are to clean the facility and to return the facility in the same condition as it was prior to rental period. The RENTER will remove the plastic liners from the waste baskets, secure them by tying the tops, remove them from the building and put them in the trash container (located in between City Hall and the Fire Department). The chair and table arrangement in the room must be returned to the formation on the room set-up sheet provided.

**Prohibited Activities:**

No alcoholic beverages may be served or consumed on premises or gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.

No tape, staples, tacks, or any other fastening devices shall be secured to the walls of the premises.

**Damages:**

The RENTER is responsible to reimburse the CITY for any and all costs which result from any damage done to the facility during the rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property. The RENTER is to reimburse the City for any and all costs which result from returning the facility to the same condition that it was prior to rental. This includes returning tables and chairs to their proper places.

The RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through the RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting there from; and further agrees at all times to maintain such premises in a safe and careful manner.

**Availability:**

Any RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER's rental period, the RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.

**Right to resign:**

The CITY reserves the right to cancel RENTER'S reservations upon providing the RENTER a written notice mailed to RENTER by regular mail seven (7) days prior to the date to be canceled. In case of an emergency on the part of the CITY, the CITY may cancel the rental reservation without prior notice to the renter. All deposits and fees will be refunded. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.

**Problems:**

Any problems with the facility are to be reported to City Hall personnel. If mechanical problems occur during rental period, and it is other than normal business hours, the RENTER shall contact the Mason Police Department at 676-2458.

**Capacity**

The RENTER shall not exceed any room capacity as posted in the facility. The RENTER also shall not violate any other Federal, State, or local laws.

**Violation:**

Violation of rental agreement may prevent future rental of facilities.

**Cancelations:**

Failure to provide at least (7) days' notice of cancelation will result in a forfeit of RENTER'S deposit and/or return of fees.

**Resources:** More questions? Please contact our Customer Service Desk at 517.676.9155



# RENTAL AGREEMENT

MASON SYCAMORE ROOM  
(96-person capacity)

## Applicant:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_ Alt Phone No: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

## Agreement:

This Agreement, made on \_\_\_\_\_, \_\_\_\_\_ between the CITY OF MASON, a Michigan  
[TODAY'S DATE]

Municipal Corporation, herein referred to as "CITY", and \_\_\_\_\_ whose address is  
[RENTERS/ORGANIZATION NAME-PLEASE PRINT]

\_\_\_\_\_, Michigan, herein referred to as "RENTER".  
[RENTERS ADDRESS]

## The parties agree as follows:

CITY agrees to provide RENTER the Sycamore Room at Mason City hall on the following day:

\_\_\_\_\_

[DATE OF RENTAL]

For the following hours:

[INCLUDING SET-UP AND CLEAN-UP]

\_\_\_\_: \_\_\_\_ [a.m./p.m.]      \_\_\_\_: \_\_\_\_ [a.m./p.m.]

[BEGIN]

[END]

Hours of Event:

[needed for air/heat/doors]

\_\_\_\_: \_\_\_\_ [a.m./p.m.]      \_\_\_\_: \_\_\_\_ [a.m./p.m.]

[BEGIN]

[END]

- \_\_\_\_ A RENTER who lives inside the City limits agrees to pay the sum of \$100.00 in rent.
- \_\_\_\_ A RENTER who lives outside the City limits agrees to pay the sum of \$200.00 in rent.
- \_\_\_\_ A RENTER further agrees to pay a deposit of \$50.00 which will be refunded upon satisfaction of entrance key returned, the facility is returned to previous state, and all damage is accounted for per rules and regulations.

**Please read the following before signing:**

I, referred to as RENTER, have received a copy of the rules and regulations and agree to all rules and regulations held within. I agree to follow the attached checklist and return the room to the designated arrangement. In witness thereof, the parties have executed this Agreement at Mason City Hall the date and year first above written.

CITY OF MASON

\_\_\_\_\_

City Representative

Date: \_\_\_\_\_

\_\_\_\_\_

Renters Signature

Date: \_\_\_\_\_

# SYCAMORE ROOM CHECKLIST

## Temperature Control:

The temperature can be modified by four degrees from the midpoint; it can be adjusted 2 degrees up or down. The thermostat is located on the wall by the entry doors to the room.

**Please complete the following checklist initial and date at the bottom and return this sheet with the keys to City Hall.**

## Kitchen:

- Counters and sink need to be wiped out
- Remove all decorations, signs, balloons, etc.
- Sweep and mop the kitchen floors
- Set up chairs according to the diagram on the back of this sheet
- Do NOT leave bags of ice in the freezer

**CAUTION: oversized bags have caused damage to the ice maker and container. If it doesn't fit please do not force it.**

## Sycamore Room:

- Wipe down tables and chairs
- Vacuum

## Bathrooms:

- Wipe down, empty trash, sweep and wipe floors if needed

## Before Leaving:

- Take trash to the dumpster located between City Hall and the Fire Department
- Lock the storage room
- Lock the outside doors
- Do not lock the kitchen door
- The key may be placed into the drop box outside the front door

\_\_\_\_\_ Initial      \_\_\_\_\_ Date

*Please feel free to contact the Customer Service desk if you should have any questions or comments. Please report any problems the following business day to 517-676-9155.*

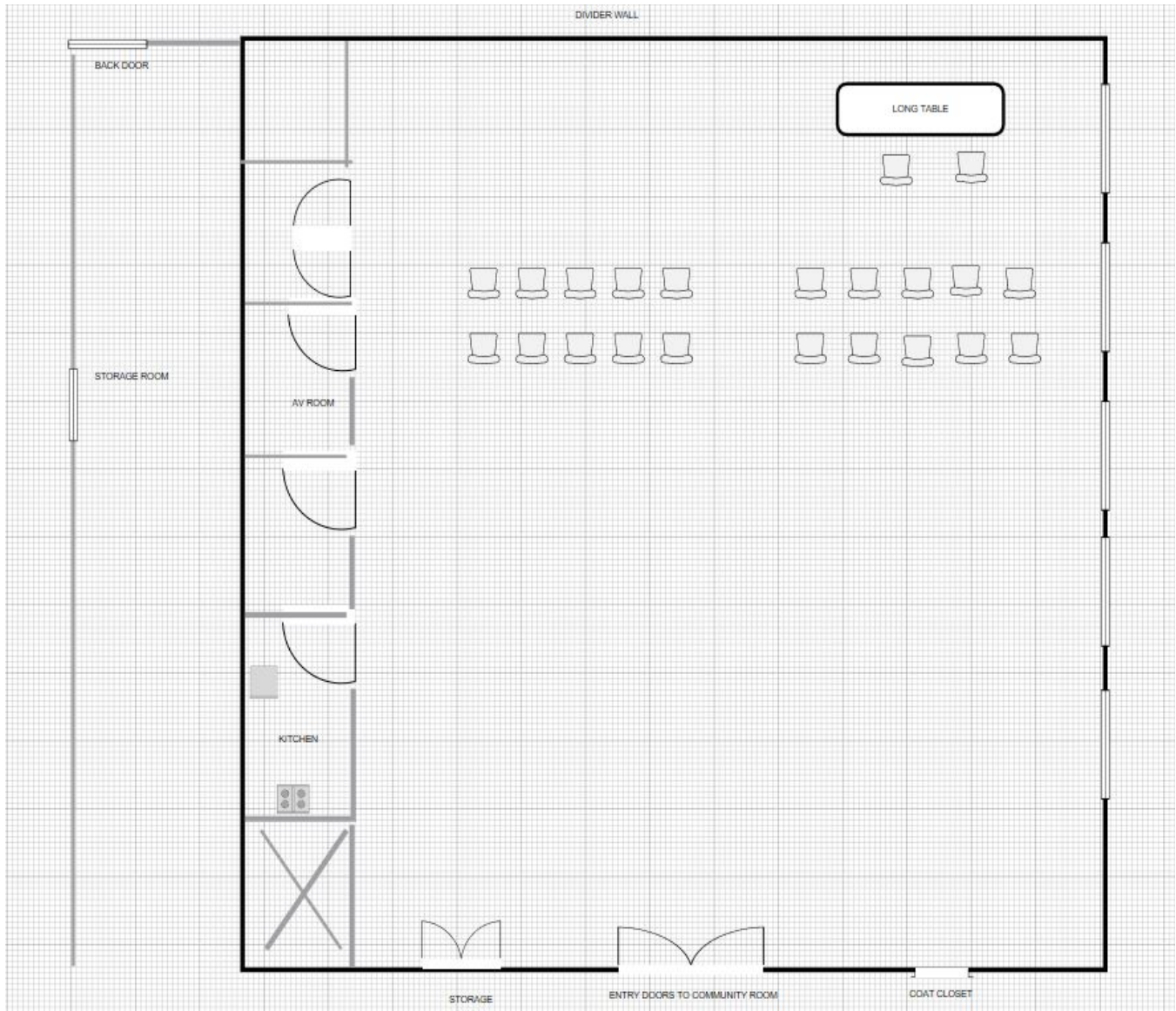
***Thank you for keeping or Sycamore Room clean and tidy.***



# SYCAMORE ROOM RESET DIAGRAM

## CITY COUNCIL

Thank you for returning the Sycamore Room to the arrangement as shown below. Please note the location of the storage room on this diagram, as this is where all the extra tables and chairs are to be found and returned.



# SYCAMORE ROOM RESET DIAGRAM

## MEETING ROOM

Thank you for returning the Sycamore Room to the arrangement as shown below. Please note the location of the storage room on this diagram, as this is where all the extra tables and chairs are to be found and returned.

