

# Village of Mackinaw

## Community Center Application

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

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

City, State, & Zip: \_\_\_\_\_

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

Date of Intended Use: \_\_\_\_\_

Time of Intended Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**You may be required to pay a fee for the use of the facilities. The rules and fees are attached.  
The Village of Mackinaw is not responsible for any accidents or injuries that may occur during  
rental of this facility.**

Signature: \_\_\_\_\_

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

**Resident Fee: \$50.00 rental fee and \$50.00 refundable deposit fee  
Non-Resident Fee: \$100.00 rental fee and \$50.00 refundable deposit fee  
Return Check Fee: \$25.00**

**Disposition of Deposit Check:  
(Please check one)**

- Pick up deposit check
- Shred deposit check
- Return deposit check by mail
- Donate to building maintenance fund  
(Thank you!)

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### Office Use Only

Security Deposit Paid Date: \_\_\_\_\_

Rental Fee Date Paid: \_\_\_\_\_

Security Deposit Refund Date: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

Welcome to the Mackinaw Community Center. We are happy to make our facility available for your use. We do request that the following guidelines be followed as set up by the Village of Mackinaw. PLEASE leave the facility in the same or better condition than when it was rented.

### **Rules:**

1. DO NOT DUPLICATE ANY KEYS TO THE CENTER. Lost or unreturned keys; Person or persons responsible will be billed for the replacement of center keys. Minimum fees apply i.e., cost of key, cutting new key, and village personnel time to do same.
2. THIS IS A NONALCOHOLIC BEVERAGE FACILITY. Please observe this request.
3. NO SMOKING IS ALLOWED IN BUILDING
4. No property of the Village of Mackinaw is to be removed from the facility without the approval of the Village Board prior to such removal.
5. Decorations are limited to tables and chairs only. Decoration on walls and ceilings are not permitted. No tacks, pins or tape are to be used on facility property walls. NO CANDLES (flameless candles are allowed), CONFETTI, GLITTER, RICE, or BIRDSEED are allowed in the facility.
6. Any crafting done in the Community Center must have area covered to protect the floor.
7. A provided mat must be used under all drink tables. Mat is located in main room utility closet.
8. Only service animals are allowed in the building pursuant to ADA regulations. Permission for any other animals requires prior approval from the Village Board.
9. Rental times are 7:00 am to 10:00 pm. All events are to be concluded by 10:00 pm without prior approval from the Village Board.
10. A trash dumpster is located in the parking lot for use by renters and for event trash only.
11. Renters are responsible for any and all damages to the facility. Any damage above and beyond the \$50.00 security deposit will be billed to the renter. Security deposits will be returned within five (5) business days after inspection of facility by designated Village employee.

### **Responsibility of Renter:**

1. Empty all garbage and take out to the dumpster. Replace garbage can liners.
2. Sweep and mop kitchen floor.
3. Wipe off all tables and replace to correct storage area. Report any tables that are broken.
4. Wipe down all chairs and replace to chair rack. Report any chairs that are broken.
5. Wash all used kitchenware and return to proper place.
6. Wipe down stovetop, microwave, countertops, and sink.
7. Wipe any spills in refrigerator.
8. Remove all items from refrigerator and freezer.
9. Flush all toilets and clean up any messes left at sink or toilet.
10. Vacuum all carpeted areas, empty vacuum as needed.
11. Vacuum, broom, mop, and drink mat are located in main room utility closet.
12. Turn off all lights (some lights stay on and can not be shut off)
13. Lock door

Wi-Fi Password: Frontierfree