

**EATON COUNTY PARKS AND RECREATION COMMISSION  
 133 FITZGERALD PARK DRIVE  
 GRAND LEDGE, MI 48837-9766  
 PHONE: 517-627-7351 FAX: 517-627-4234**

**Lincoln Brick Park Interpretive Center  
 Rental Application Policy**

**Day                      Date                      Start Time                      AM/PM                      End Time                      AM/PM**  
Rental time includes set-up, take down, and clean-up.

**Applicant's Name                      Organization Name**  
**Address                                      City                      Zip**  
**Phone (H)                      (W)                      Fax**  
**Date of Birth                      Driver's License #**  
**Type of Activity                                      Anticipated Attendance**  
Capacity: Seating Only 95 With Tables and Chairs 60

**Additional Information**  
 Will alcohol be present?     Yes  No  
 Will food be served?         Yes  No  
 Will you use a caterer?       Yes  No

Name of caterer:

**Room Requested**  
 The Lions Den                       The Museum                       (Maximum Capacity 100)  
(\$15.00 per hour additional fee required if not during regular museum hours)

**Misrepresentation of building use will result in the forfeiture of all rental fees and damage deposit.**

**Release Waiver**

I(We) hereby make this application for the use of the Lincoln Brick Interpretive Center on the date and hours stated. I(We) also certify that the information on the application is true and I(we) have read and agree to abide by the rental policy pertaining to the use of the Interpretive Center as adopted by the Eaton County Parks and Recreation Commission. I(We) also agree to the fee charged and shall be personally responsible to see that the use of the facility is in accordance to the rental policy.

I(We) further agree to release, indemnify, defend, and hold harmless the Eaton County Parks and Recreation Commission, its officers, trustees, agents, and employees from and against any and all claims, actions, damages, liability, and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of the occupancy or use by the applicant and its party members of the rental premises or any part thereof or any other part of Eaton County Park property.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

<input type="checkbox"/> Approved	Staff Signature: _____	<input type="checkbox"/> Denied	Staff Signature: _____
Rental Fee: \$		Comments: _____	
Damage Deposit: \$			
Total Received: \$			
Date: _____	Cash/Check#: _____		
Building Check	OK      Damage(s)		
Refund: \$	Date: _____		

# Lincoln Brick Park Interpretive Center Rental Policy

## Rental Fees

Day of Week	Group	Rental Rates
Sunday-Friday	Private or Profit Making	\$ 50.00
Sunday-Friday	Non-Profit (service or church)	\$ 20.00
Saturday/Holidays	All Groups	\$ 75.00

### Alcohol Damage Deposit and Additional Insurance

A \$250 Damage Deposit (in addition to the rental fee) is required for all functions with alcohol consumption. Your Damage Deposit, due at the time of booking, will be deposited and will be refunded to the group once it has been ascertained by the Parks and Recreation Department that the building was left in good condition and that all rules and regulations were followed. You will receive a refund check in the mail once it has been processed by accounting. In addition the applicant shall provide, at its expense, liability insurance, including property damage with a \$1,000,000 limit and name Eaton County as additional insured. **(PLEASE PROVIDE CERTIFICATE OF INSURANCE WITH SIGNED RENTAL APPLICATION).**

### Cancellations

Reservation fee is non-refundable. If event is cancelled, all of the Alcohol Damage Deposit will be refunded.

### Insurance Coverage

A copy of the applicant's homeowner's or renter's insurance policy is required to be on file at the Parks and Recreation Office prior to your event as proof of coverage.

### Key Pickup and Return

Key pickup arrangements must be made with the Parks Director. Key must be returned the next business day following your event by 5:00 p.m. A \$5.00 fee will be collected for each day that the key is late.

### Rental Hours

9 a.m. to 12 midnight. This includes set-up, take down, and clean-up time.

### Motor Vehicle Entry Fees

Motor vehicle entry fees are not included in reservation fees.

### Phone

There is no telephone on premises.

# Lincoln Brick Interpretive Center Rental Policy

## Rules and Regulations

It will be necessary for all groups to control their meetings and abide by the following rules. A representative of the Parks and Recreation Department will have access to the building at all times.

1. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the applicant on the application) who will be responsible for supervising the activity and seeing that all the rules are upheld.
2. The applicant shall arrive well ahead of the others and shall remain until all others have departed from the building.
3. Smoking is prohibited within the Interpretive Center at all times.
4. Set up of equipment, tables, chairs, etc. will be done by the applicant unless otherwise arranged.
5. Use of carts or dollies with steel wheels are not permitted in the Interpretive Center. All crates, boxes, tables, chairs, or other equipment moved in and out must be handled in a way that protects the carpeting, tile floors, painted surfaces, and wood fixtures.
6. All groups are responsible for damages and losses to the premises or equipment during the permit period. The tenant may not remove property from the Interpretive Center.
7. All equipment moved shall be placed back in its original position.
8. All papers, scraps, etc. shall be picked up from the floors and tables, and tables wiped clean and returned to the storage area they were removed from. All floors shall be cleaned, including vacuuming or mopping when needed.
9. No caustic materials (including coffee, tea, punch) shall be put in any sinks or drinking fountains.
10. All decorative materials must be non-combustible or flame resistant. Candles may be used but they must be covered or enclosed with a hurricane shade or within a bowl, etc. Candelabra are not allowed.
11. Only masking tape may be used to attach items to walls. No scotch tape, tacks, staples, or "sticky tac" may be used on walls or fixtures.
12. No rice, birdseed, confetti, or similar material may be thrown, scattered, or distributed in the Interpretive Center.
13. The tenant must not admit to the Interpretive Center more persons than the space under lease can accommodate, as determined by the Federal, State and Municipal fire and safety rules.
14. All lights shall be turned off when leaving the building. (Entry way light does not turn off.)
15. If a caterer is to be used, they are responsible for necessary permits and licenses.
16. The Interpretive Center, in cooperation with local officials, reserves the absolute right to take whatever steps are necessary to insure strict adherence to these rules and the terms of the Lease Agreement and if any costs are incurred to provide compliance these costs shall be the responsibility of the tenant.
17. Tenants have non-exclusive rights to use the parking area in front of the Interpretive Center as well as other parking lots within the park. The Parks Commission makes no representations as to the number of parking spaces which may be available. Tenants may not attempt to limit access to the parking area in front of the Interpretive Center.
18. No food or drinks are allowed in the Museum.