



## Saline Area Senior Center Building Rental Application

7190 N. Maple Rd.  
Saline, MI 48176  
734.429.9274

Today's date: \_\_\_\_\_

Requested date & day of rental \_\_\_\_\_

Time In \_\_\_\_\_ a.m./p.m. Time Out \_\_\_\_\_ a.m./p.m. (Include set-up/take down time)  
(Fees are based on a **7-hour rental period Monday-Friday**, when SASC is open: Mon, Wed: 8am-8pm, Tue, Thu, Fri: 8am-4pm). Additional hours will be billed at \$25.00 an hour, or any part of an hour. After hours through the week are available at \$30 an hour and weekend hours are available at \$30.00 an hour with a minimum of 4 hours.

If event is open to the public (performance, meeting, etc.) list the actual event time if different than above.  
\_\_\_\_\_

Activity \_\_\_\_\_ Approximate number of people \_\_\_\_\_

Name of organization \_\_\_\_\_

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

E-mail address (please provide for rental confirmation) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate contact person \_\_\_\_\_ Phone: \_\_\_\_\_

1. The Saline Area Senior Center reserves the right to grant or cancel rentals at any time.
2. Groups must enter and leave the room(s) at the times approved on the application.
3. **NO ALCOHOLIC BEVERAGES PERMITTED IN THE BUILDING OR ON THE PROPERTY.**
4. **SMOKING IS PROHIBITED IN ALL AREAS OF THE BUILDING AND ON THE PROPERTY.**
5. Reservations are to be made **one week** in advance, at which time a \$200.00 deposit is due. The deposit is not part of the rental fee and will be refunded if the building is left in the condition found. The deposit can be picked up during regular business hours, Monday through Friday 8 a.m. to 3:30 p.m.
6. If drinking/smoking is detected, it will result in loss of deposit, confiscation of items and future rental privileges. The person signing this application is held personally responsible for the proper use of the building and equipment and for the supervision of any minors with the group. The applicant is responsible for any rental fees, damages, custodial fees, etc. for this rental. The applicant must be at least 18 years old.
7. **Full rental fee is due at least 3 days prior to rental date.**

I have read both sides of this application and agree to all the rules and regulations.

Rental applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

Are you a 501(c)3 Non-Profit Organization? Yes  No

## Saline Area Senior Citizen Center Fee Schedule

The following fee schedule is for persons living within the Saline Area School District. A **50 % increase** is added for those living outside the Saline Area School District. Saline Area Senior Citizens Center members receive a 5% discount.

<u>ROOM</u>	<u>FEE (in SAS district)</u>	<u>FEE (outside SAS)</u>
Rooms 3 & 4 (31' X 58') _____	\$300	\$450
Room 3 (34' X 29') _____	\$200	\$300
Room 4 (34' X 29') _____	\$200	\$300
Rooms 1 & 2 (31' X 34') _____	\$200	\$300
Room 1 (31' X 17') _____	\$135	\$202
Room 2 (31' X 17') _____	\$135	\$202
Kitchen _____	\$100	\$150
Library _____	\$135	\$150

Use of kitchen includes stove, oven & refrigerator only. Renter must bring all other needed equipment, supplies and utensils.

Payment type \_\_\_\_\_

### Deposit

A **\$200 deposit** is due when making reservations. The deposit will be refunded if the building is left in condition found with everything intact. Deposit can be picked up during regular business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Above fees are based on a **7 hour rental**. Additional hours will be billed at an additional \$25 per hour, or any part of an hour. **ABSOLUTELY NO ALCOHOLIC BEVERAGES OR SMOKING ALLOWED**. If drinking/smoking is detected, it will result in loss of deposit and confiscation of items.

#### OFFICE USE ONLY

Date Received \_\_\_\_\_ Deposit Received  Approved By: \_\_\_\_\_