



SASC Building Rental Application

Saline Area Senior Center • 7190 N. Maple • Saline, MI 48176

734-429-9274 • salineseniors.org • email application to adamsonk@salineschools.org

Contact Name: _____ Group if Applicable: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail address: _____

Date Requested: _____, 20____ Day of Week _____

Time In: _____ Time Out: _____ *include set-up and take-down time

Number of expected participants: _____ Activity: _____

Requested Set-Up (sketch layout on blank sheet of paper if necessary and attach it to the application):

Will food or beverages be served: Yes No Caterer: _____

Room	Square Feet	Dimensions	Capacity	Rate per hour (SAS Res./Non-Res.)
Library	450	28' x 16'	20	\$25/\$45
Room 1	625	31' x 17'	30	\$30/\$50
Room 2	625	31' x 17'	30	\$30/\$50
Room 1 & 2	1,250	62' x 34'	60	\$50/\$70
Room 3	1,000	34' x 29'	45	\$40/\$60
Room 4	1,000	34' x 29'	45	\$40/\$60
Room 3 & 4	2,000	68' x 58'	90	\$70/\$90
Kitchen	750	33' x 20'	8	\$30/\$50
Facility	4450		178	\$175

NOTE that rentals outside of typical business hours will incur a Supervisor Fee of \$20 per hour

AV/Other Items: Television - \$25 Speaker - \$20 Microphone - \$10 Piano Keyboard - \$20
 Coffee - \$1 per person Other _____

Organizational/individual agreement to adhere to rules and policies:

- I have read and initialed the reverse side and agree to adhere to the rules and policies of SASC.
- It is understood that my group/organization agrees to pay all fees listed below.

Applicant's Signature: _____ Date _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____
Costs: Room(s) cost: _____ x Hours _____ = _____ + Additional Items _____ = _____ Supervisor(s) _____ x Hours _____ = _____ x Hourly Rate = _____
Total Cost: _____ 50% of cost _____ paid on _____ Receipt # _____
Remainder of cost _____ due by _____ Receipt # _____

Saline Area Senior Center (SASC) Rules and Policies

1. To secure the rental, an application must be complete, signed, and approved by SASC, along with fifty percent of the total rental cost. Full payment must be made 7 full days prior to the rental.
2. There is four-hour minimum on rentals outside of business hours, and one-hour minimum during business hours. Rentals can be reserved on the hour or half hour.
3. After hours and weekend rates include an hourly supervisor fee, determined by the number of staff needed for the rental, and is subject to change based on staff available.
4. SASC reserves the right to charge a security deposit or proof of insurance.
5. Cancellation by renter must be seven days prior to rental date for a full refund (minus a \$20 administrative fee). Less than seven days notification will result in forfeiting half of the rental fee. Less than 24-hour notification will result in loss of all rental fees.
6. Groups must enter and leave the room(s) at the times approved on the application. Late exits will be subject to an additional fee.
7. The renter guarantees responsiveness to directives of all supervisors/SASC Staff. It is expected that individuals be courteous and respectful of one another. Accidents, damages or loss of equipment must be reported to the supervisor(s) on site.
8. Solicitation of funds is not permitted and admission fees may not be charged by individuals or groups.
9. Tables and chairs, waste bins/bags, are included as a part of your rental. Additional items will incur charges as described on the application. Plates, paper products, and utensils, are the renter's responsibility. Kitchen rentals include the use of warmers and walk-in refrigerator and freezer.
10. Decorations: Thumbtacks, nails, certain types of adhesives, etc., are prohibited to hang decorations. Please check with the supervisor(s) prior to hanging any decorations. Confetti and glitter are prohibited. Helium balloons are only allowed if weighted and approved.
11. Placement of posters and banners within SASC will require prior approval.
12. The renter is responsible for the proper use of the facility. It must be left in the condition in which it was received. Any damage to property or the building will be the responsibility of the renter.
13. Renters are required to clean up before leaving the building; pick up debris, wipe up spills, return all items to their original location, remove any items brought in, tidy up restrooms, etc. Any additional cleaning needed will incur costs that will be assessed to the renter.
14. All rules and policies of SASC must be adhered to at all times. The following are prohibited in SASC and on the grounds:
 - a. Smoking
 - o Possession or consumption of alcohol and/or drugs, in and around the premises
 - o Gambling for profit unless licensed by the Michigan Bureau of State Lottery
 - o Firearms, knives or other weapons
 - o Food or drinks except in designated areas
 - o Use of areas other than the ones designated on the permit
 - o The use of open flames, such as lighted candles, sterno cans, etc.

Cancellation by SASC: SASC reserves the right to accept or reject any rental application for any reason, at any time, in its sole discretion. In the event that an event must be cancelled due to circumstances beyond the control of SASC, including but not limited to weather, loss of utilities, civil unrest, and other uncontrollable happenstance, the rental will be rescheduled at the earliest convenience of all parties under all other conditions of this agreement.

Hold Harmless Agreement: To the fullest extent permitted by law, I and the organization I represent agree to defend, pay on behalf of, indemnify, and hold harmless Saline Area Senior Center, Saline Area Schools, its elected and appointed officials, board members, employees and volunteers and others working on behalf of Saline Area Senior Center, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Saline Area Senior Center, Saline Area Schools, its elected and appointed officials, board members, employees and volunteers and others working on behalf of Saline Area Senior Center, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use of thereof, which arises out of or is in any way connected or associated with the use of Saline Area Senior Center.

Signature: _____ Date: _____