



**RENTAL APPLICATION**  
 Roscommon Area Recreation Authority  
 (Phone) 989-275-4975  
 Email: [rmrauthority@gmail.com](mailto:rmrauthority@gmail.com)  
[www.roscorec.org](http://www.roscorec.org)

**FACILITIES & ROOM RENTAL**

Rentals are subject to approval by Roscommon Area Recreation Authority (RARA). Reservations must be made and are on a first come, first serve basis, in person or in writing.

**OFFICE SPACE LEASE:** [Page 5](#)

**EQUIPMENT RENT:** [Page 7](#)

**Name of Renter/Contact Person:**

**Name of Organization:**

**Non-profit**

**Address:**

**Phone:**

**Email:**

**Rental Dates:**

**Timeframe:**

**Type of Event:**

**Note:** Any proposed changes in these hours shall be discussed with the Director, and will be permitted at the discretion of the Authority based upon other scheduled use of the facility.

**AuSable River Center**

Facility has universal access, 3 bathrooms, two meeting or event spaces, one sitting space, sink, apartment refrigerator and microwave.

<input type="checkbox"/> Entire Facility	Medium events/Receptions/Meetings	Capacity 140
<input type="checkbox"/> Rotary Room	Meeting space/small events	Capacity 45
<input type="checkbox"/> Museum Room	Medium events/meetings	Capacity 70
<input type="checkbox"/> Fireplace Room	Mingle/special events	Capacity 25

**Pricing:**

Rotary: \$100-4 hours, \$25 for each additional hour  
 \$50 deposit/cleaning fee\*

2 of 3 Rooms: \$250-4 hours, \$50 each additional hour  
 \$100 deposit/cleaning\*

Building: \$300-4 hours, \$50 additional hour  
 \$100 deposit/cleaning\*

Non-profit funding events: \$200 flat fee for the building

Non-profit monthly meetings free of charge use of Rotary Room

\*A cleaning deposit is required at the time of booking. This deposit will be refunded provided the condition of the room does not require additional maintenance (i.e. carpet cleaning, furniture repair / cleaning, etc), party does not exceed rental period and contract regulations are adhered to.

Tables & chairs included in price.



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## CRAF Center

<input type="checkbox"/> Room 145	Adjacent to kitchen, no universal access	Capacity 30
<input type="checkbox"/> Room 151	Meeting room-classroom setting	Capacity 30
<input type="checkbox"/> Large Room Up-	Multipurpose/meetings-upstairs no universal access	Capacity 60
<input type="checkbox"/> Small Gym	Multipurpose	Capacity 150
<input type="checkbox"/> Gym-	Multipurpose	Capacity 300
<input type="checkbox"/> Kitchen	Sink/Refrigerator/Stove	
<input type="checkbox"/> Loft	Free Area/Aerobics/Classes	

### Pricing:

Small Rooms:	\$40/month/1 day a week	\$75/month/2 days a week
Small Gym	\$75/month 1 day a week	\$125/month/2 days a week
	\$200/event	
Large Gym	\$300/event or \$900 full day	
	Day use fees will apply to children that participate in athletics	
Kitchen	\$50/event	

Events are timed in 4-hour blocks. Special events, multiple day usage, weekends and after hours receive custom quotes.

\*Cleaning deposit \$100 at time of booking to be refunded post event

Tables & chairs included in price.

Yearly rental agreements are contractual and renew the first of each year

Payments are due the first of each month unless specified. If rooms are rented by the month and no classes are held for a 3-4-week period the rental fee would be waived if the vacancy is submitted 1 month in advance.

RENTAL REQUEST: Facility: \_\_\_\_\_

Room: \_\_\_\_\_ Amount: \_\_\_\_\_

Room: \_\_\_\_\_ Amount: \_\_\_\_\_

Room: \_\_\_\_\_ Amount: \_\_\_\_\_

Deposit/Cleaning Amount: \_\_\_\_\_

Equipment: **See page 7** Amount: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

**FOOD AND ALCOHOL MUST BE NOTED:**



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### GENERAL RULES FOR FACILITY USE

1. Reservation will not be confirmed until a rental application is complete and full payment is received.
2. Deposit: Renters credit card will be kept on file for any damages that occur during the rental.
3. Any defects in the room must be identified and brought to the attention of RARA prior to the rental.
4. Rental reservation must include all time for prep and cleanup. Renters will be charged for any additional time they did not reserve.
5. Proof of liability insurance in the form of a Certificate of Insurance listing RARA as additionally insured must be provided in the minimum amount of \$1,000,000. If food is being served a proper permit is required with the application. If alcohol is to be served a rider must be provided from your insurance agency for the special event.
6. The renter will be billed for damages, losses and unsatisfactory cleanup fees in excess of the deposit on their registered credit card.
7. The rental supervisor reserves the right to monitor, intervene or terminate the event at any time.
8. Renter is responsible for knowing and adhering to all appropriate recreation facility rules.
9. Smoking is not allowed in any area within the buildings or outside grounds.
10. Illegal drugs are not permitted in the buildings or on the outside grounds.
11. Alcohol with documented prior approval only and stipulated liability as above.
12. Participants and visitors/spectators are responsible for the security of their personal property at all times. The RARA assumes no liability for any theft, damage, or destruction of personal property.
13. Renter shall provide reasonable supervision of minors, including participants, visitors, and spectators.
14. No political or religious petitions are allowed on the property, including during rental functions.
15. Decorations are permitted, agreeing to the following conditions: Anything to be hung on the walls will be taped to paneling or non-adhesive blue tape no pins or tacks. Decorations hung from the ceiling will be taped to the metal grids and not to the ceiling tiles. Facility users are responsible for removing all decorations including all residual tape. NO TINSEL OR CONFETTI WILL BE ALLOWED. Lighted candles must be in approved containers.
16. Food and beverages must be discussed and included in the agreement prior to event.



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Applicant agrees to be bound by the Recreation Facility Rental Application regulations and policies. Violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages in excess of deposit, forfeiture of deposit and future use of the facility. Applicant agrees to indemnify and hold RARA, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant agrees that during the use of the recreation facility, applicant will not exclude any invited individual from participation, deny anyone the benefits, or otherwise subject anyone to discrimination because of the person's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, source of income or disability and must align with the RARA's mission.

Applicant understands that the Roscommon Area Recreation Authority is not a sponsor of this activity nor will it provide any supervision of the activity.

Applicant understands that RARA makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

### APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:

Signature is acknowledgment that applicant has read and understands the Indemnity Agreement.  
Signature of Applicant/Authorized Representative of

Rental Contract accepted by: \_\_\_\_\_ DATE \_\_\_\_\_  
(Print)

Signed: \_\_\_\_\_



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### OFFICE SPACE APPLICATION

Rentals are subject to approval by Roscommon Area Recreation Authority (RARA) and are on a first come, first serve basis, in person or in writing.

**Name of Renter/Contact Person:**

**Name of Organization:**

Non-profit

**Address:**

**Phone:**

**Email:**

### OFFICE SPACE AND LEASE

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**Rental Fee:** The Rental Fee shall be payable on or before the FIRST of EACH MONTH in the amount of [Click here to enter text](#). Dollars. Failure to pay the Rental Fee when due or to make alternative arrangements with the Recreation Authority shall result in forfeiture of the Renter's Liability/Security Deposit.

**Renter's Liability/Security Deposit:** A Renter's Liability/Security Deposit of \$\_\_\_\_\_ shall be made at the time the reservation is made by Renter. This Deposit shall not be applied to the rental amount but shall be **In Addition To** the rental amount. The Renter shall be liable for any damages caused to the premises during the rental period(s) by the Renter, any persons on the premises at the invitation of the Renter, and/or any uninvited persons. The Deposit shall be refunded if there is no damage to the property. If, however, any damages are sustained to the property as a result of the Renter's use, the amount of damages will be deducted from the Deposit. In the event damages exceed the amount of the Deposit, the Renter will be liable for the full amount of the damages to the property. The cost of any clean-up activities not completed by the Renter will also be deducted from the Deposit. The Deposit will be forfeited by the Renter if the Renter fails to complete the Rental, unless another Renter books the room for the same date(s).

**Termination of Rental Contract:** In the case of Multiple Date Rental Contracts, this contract may be terminated at any time during the rental term by either the renter or the CRAF Center management by written notice at least fourteen (14) days prior to said termination date.

It is understood and agreed that the renter will provide the CRAF Center with a Certificate of Insurance affording coverage for the proposed such use. Limits of Liability are to be not less than Combined Single Limits of \$500,000 for both Bodily Injury and Property Damage.

The Renter shall hold the Roscommon Area Recreation Authority, employees or their agents harmless from any and all claims, cost, losses, suits, damages and /or judgements which may in any manner be



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imposed on and or incurred by the Roscommon Area Recreation Authority, employees or their agents for any bodily injury, loss of life, and /or damage to the property resulting from, arising out of, or in any way connected with the Renters use of the property.

If Renter is required by Michigan law to provide Workers Compensation, renter shall provide a Certificate of Insurance for such coverage. Renter shall furnish the above-mentioned Certificate(s) of Insurance to the RARA prior to the renter's use of the facility as described above. Failure to do so shall nullify this rental contract except that the Security deposit will be forfeited by the renter.

The undersigned agree to abide by the terms of this Rental Contract for the facility described above and located at  606 Lake Street or  201 N Main, Roscommon Michigan 48653.

Rental Contract accepted by: \_\_\_\_\_ DATE \_\_\_\_\_  
(Print)

Signed: \_\_\_\_\_



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**Name of Renter/Contact Person:**

**Name of Organization:**

**Non-profit**

**Address:**

**Phone:**

**Email:**

**Rental Dates PICKUP:**

**RETURN Date:**

**Type of Event:**

**Note:** Any proposed changes in these hours shall be discussed with the Director, and will be permitted at the discretion of the Authority based upon other scheduled use of the facility.

**RENTAL FEE:**

ITEM	AMOUNT	FEE	TOTAL
Tables		\$5.00	
Chairs		\$1.00	
Coffee Pot 80 cup		\$10.00	
Table Cloths- 5 ft Round			
6 ft Rectangle			
Hot Dog Cooker		\$25.00	
Popcorn Machine (in building only)		\$25.00	
<b>TOTAL Amount Due</b>			

Damage or loss of tables or chairs the renter agrees to reimburse the RARA \$20/chair and \$90/table. The undersigned agree to abide by the terms of this Rental Contract for the facility described above.

Rental Contract accepted by: \_\_\_\_\_ DATE \_\_\_\_\_  
 (Print)

Signed: \_\_\_\_\_