



Village of Middleville Facilities Lease Agreement

THIS LEASE AGREEMENT, made the ____ day of _____ 20__, by and between the Village of Middleville, a municipal corporation, hereinafter designated "Lessor," and _____ herein after designated "Lessee".

Person Responsible for Lease _____

Address of Above Person _____

Telephone _____ Email _____

In consideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties as follows:

1. The Lessor hereby lets and leases unto the Lessee, the following described premises owned by the Village of Middleville, for the following period or periods: (please check the appropriate box)

- Village Council Chambers Village Conference Room

Date: _____ Time: _____ AM/PM to _____ AM/PM

2. Premises will be used for _____ and no other purpose, without the written consent of the Lessor.

3. The following equipment is available for use at an additional charge of \$25 each per day:

projector and screen in Council Chambers

television in Conference Room

laptop and power point connections in Conference Room

4. The Lessee shall pay, in advance, as rent thereof, the sum of \$_____ to help defray the cost of maintenance and utilities of said premises.

5. The Lessee shall not assign, transfer or sublet this lease on said premises, or any part thereof.

6. The Lessee understands that the use of alcohol and/or tobacco products is prohibited on Village property during the applicant's use of the facility.

7. The Lessee shall be liable and responsible for all janitorial, maintenance and cleaning personnel necessary to prepare the premises for the scheduled activity and necessary to restore the same to an equal or better condition than prior thereto immediately following such activity.

8. The Lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Lessor against any and all claims for injury to person or property arising out of activities contracted by Lessee, its agents, members or guests, or invitees.

9. The Lessee agrees to notify the Village of Middleville at least 48 hours prior to the reserved date, if cancellation of the facility is necessary. If less than 48 hours, the fee is still paid and the deposit is retained.

Signed: _____ For Lessee _____

**VILLAGE OF MIDDLEVILLE RESERVATION POLICY
FOR COUNCIL CHAMBERS AND CONFERENCE ROOM**

All individuals, groups and organizations are required to furnish a one time \$50 security deposit returnable upon inspection by the Village that the facility has been restored to its original or better condition. In addition to the security deposit, a fee of \$_____ to reserve the room(s) is payable 48 hours prior to the date of the reservation. Additional charges include \$25 per diem for the use of the HD television, laptop and power point connections and projector with screen.

It is the intention of the Village Council that the facility is not to be used for the transaction or sale of goods and services.

Any individual, group or organization may use either the Village Council Chambers or Conference Room with the payment of the appropriate fees. The eligibility of the individual, group or organization to use the facility will be at the discretion of the Village Manager.

The Council Chambers and/or Conference Room are available to reserve during the regular Village Hall business hours of 9:00 a.m. through 5:00 p.m.

Any individual, group or organization agrees to notify the Village of Middleville at least 48 hours prior to the reserved date, if cancellation of the facility is necessary. If less than 48 hours, the fee is still paid and the deposit is retained.

FOR VILLAGE OF MIDDLEVILLE USE ONLY

Date Received: _____

Fee Received: Yes No Check # _____

Security Deposit Received: Yes No Check # _____

Approved? Yes _____ No _____

Denied? Reason: _____

Signature of Village Staff Member: _____

Security Deposit returned to Lessee on: _____ *by* _____

Security Deposit retained for (reason): _____