



CITY OF IONIA

DEPARTMENT OF PARKS & RECREATION

Rental Rules & Regulations

Building

NO SMOKING ALLOWED inside the Armory Community Center.

Facility must be left the way it was received. Additional charges may be assessed to lessee for any damages incurred to rental rooms or equipment.

Lessee must be at least 18 years of age.

Children under 18 must be supervised at all times.

Use of restrooms, showers, tables, and folding chairs are included in rental.

Security Deposit

A security deposit is required for all reservations. This must be paid upon signing of the rental contract to reserve requested date.

If the rental contract is mailed for a signature, a tentative reservation will be made until the rental fee and contract is returned within ten (10) days from the date sent. Failure to return the contract and rental fee in (10) days will result in the cancellation of the tentative reservation.

The security deposit will be returned in accordance with the Cancellation policy listed below. The security deposit will be returned no later than 30 days after rental date. Additional charges may be assessed if excessive damage or improper conditions exist to the rented room and/or equipment.

Cancellations

If a reservation is cancelled 31 days or more prior to the reserved rental date, 100% of the rental fee will be returned. The security deposit will be forfeited to the city of Ionia Parks & Recreation Department.

If a reservation is cancelled between 15-30 days prior to the reserved rental date, 50% of the rental fee will be returned. The security deposit will be forfeited to the City of Ionia Parks & Recreation Department.

If a reservation is cancelled with less than 15 days prior to the reserved rental date, 0% of the rental fee will be returned. The security deposit will be forfeited to the City of Ionia Parks & Recreation Department.

Insurance

When application is made for an alcohol permit, the City of Ionia Parks and Recreation Department requires proof of liability insurance insuring the Lessee, the City of Ionia and the City's owner's, officers, employees and agents in the amount of \$1,000,000. Per occurrence and \$1,000,000 property damage, against claims arising out of or in connection with the provision of the rental.

For non-alcohol rentals, the City of Ionia Parks and recreation department may require additional liability insurance with the City of Ionia and the City's owners, officers, employees, and agents names as insured. This is left at the discretion of the Director of Parks and Recreation or his/her designee.

Alcohol

SALE OF ALCOHOL IS PROHIBITED! NO EXCEPTIONS!

Application for an alcohol permit is required for any lessee requesting the presence of alcohol at rental event. The alcohol permit and permit fee is required upon signing of a rental contract. Lessee must adhere to terms and conditions as listed on alcohol permit.