



4151 Remembrance Rd NW

Walker, MI 49534

(616) 735-6286

Meeting Room Rental Agreement

Meeting Room A	Meeting Room B	Both Rooms combined A&B
Room will hold up to 60 max	Room will hold up to 36 max	Rooms will hold up to 120 max
Includes: WIFI, Tables, Chairs, TV monitor and White Board	Includes: WIFI, Tables, Chairs, TV monitor and White Board	Includes: WIFI, Tables, Chairs, 2 TV monitors and 2 White Board
Cost: \$50 for minimum 2 hour rental --\$20 for each additional hour - rental does not include additional time for setup or cleanup	Cost: \$50 for minimum 2 hour rental --\$20 for each additional hour – rental does not include additional time for setup or cleanup	Cost is \$100 for minimum 2 hour rental - \$40 for each additional hour – rental does not include additional time for setup or cleanup

Payment and Cancellations

- **\$50 NON-REFUNDABLE Deposit** due at time of reservation. Balance due prior to reservation start time.
- Cancellations must be done at least 7 days prior to reservation in order to receive refund of any paid rental costs above the \$50 non-refundable deposit

Rental Policies

- All rentals must be scheduled through the WIFC management staff and must meet City approval
- Rental time should include time for set up and cleanup
- Smoking, Vaping and the use of alcohol is prohibited. No pets allowed. No loud music
- Table decorations are allowed. **No items are to be taped or attached to the walls or ceiling tiles. No glitter.**
- Renters are responsible for set up and tear down/cleanup and to stack the chairs after use.
- The Renter is responsible for any damages. In the event of damages, the Walker Ice and Fitness Center reserves the right to obtain a quote for the repairs and bill the renter accordingly
- Outdoor advertising of event may be put out on the day of the event only and removed immediately following
- The person(s) signing the rental application are to accompany their group, ensure proper use of the facility and to enforce all rules.

Name: _____ Phone#: _____

Address: _____

Purpose of Rental: _____ Room: A B Both A&B #of guests _____

Date of Rental: _____ Time In: _____ Time Out: _____ Total Rental Amount Due: \$ _____

I certify that I received and understand the Walker Ice and Fitness Center's rental policies in regards to the use and rental of a city facility. The Walker Ice and Fitness Center reserves the right to require the Renter to furnish a certificate of liability insurance coverage, naming the City as an additional insured party before the rental request is approved. We reserve the right to refuse or revoke a rental at anytime if it is determined that the use of the room is not reflective of a 'family-friendly' public interest.

Signature _____ Date: _____