Rent: May 1 – Sept 30: $100.00 Newaygo County Resident / $200.00 Non-Resident October 1 – April 30: $150.00 – Newaygo County Resident /$250.00 Non-Resident (+ $100.00 key deposit: key deposit is refundable if there is no damage and Lodge is clean) Reservation fee is Cash only - 50 people Maximum Occupancy	
Individual / Group Name	
Address, City, Zip	
Telephone	
Rental Date & Times	
Facility will be used for	

All Groups must control their use and abide by the following rules. A representative of NCRA will always have access to the John Graves Lodge building **Please DO NOT move the large wooden table in the main room of Lodge**

1. The person (**applicant**) permitted to use the facility will be responsible for supervising the event and seeing the rules upheld. The applicant will be the first to arrive and the last to leave.
2. **State Law** mandates that **smoking is always prohibited within the Lodge** as it is a public facility. All cigarette butts outside must be picked up and disposed of properly. No hot ashes in the dumpster.
3. Applicant shall abide by all **Michigan Liquor Laws.**
4. All groups are **responsible for damage and losses** to the premises during the permit period.
5. Only masking tape may be used to attach items to the walls. **No scotch tape, tacks, staples**, or "**sticky tac**" may be used. **No hanging** decorations off **the rafters, fans, Welcome Center signage**, or **mailbox on M-37. All decorations must be removed at the end of the event**.
6. All lights shall be turned off when leaving the building, and **both** exterior doors locked. Applicants using the building **during the heating season** shall turn the thermostat down to **50 degrees** upon departure.
7. If a caterer is used, they are responsible for necessary permits and license.
8. Tenants have non-exclusive rights to use of exterior grounds and parking areas.
9. Use of carts or dollies with steel wheels is not permitted in the Lodge. Anything moved in, out or within the building must be done in a way that protects the floors and walls.
10. All trash (including restrooms) must be **bagged** and removed from the Lodge at the end of the event and placed in the dumpster located behind the Welcome Center.
11. **Animals** are **not permitted inside** the Lodge.

RENTER MUST: Return key within forty-eight (48) hours from rental date or leave in the key drop box. You may not access the building the day proceeding or following your event. Refunding of damage / key deposit will ONLY occur if we find that the building and grounds are in the same condition as found on arrival. **You must clean-up after your event.** Damage to the Lodge more than the deposit amount will be the applicant's responsibility to pay. **PLEASE SEE CLEAN-UP CHECK LIST ON JANITOR ROOM DOOR IN THE LODGE**

Cancellation Policy: if cancellation occurs 30 days or more prior to reservation date, 50% will be refunded and if cancellation occurs less than 30 days prior to reservation date, no refund will be issued.

The applicant has read and agrees to abide by the rules and conditions set forth here for the use of John Graves Lodge. I (we) further agree to release, indemnify, and hold harmless the County of Newaygo, Newaygo Community Recreation Authority, its officials, employees, volunteers, and others working on behalf of the NCRA from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury, and /or damage of property arising from or out of the occupancy or use by the applicant and its party members of the rental premises and grounds, or any part thereof.

Signature:_____ **Date:**_____

FOR ADMINISTRATION USE ONLY				
Key Color _____	Key Picked Up:	/	/	Lodge Cleaned Yes☐ No ☐
Reservation fee: $_____ Key Dep $100.00 cash or ck____ Returned Yes ☐ No ☐ Shred Yes ☐ No ☐				
Shred Yes ☐ No ☐	Key Returned:	/	/	Lodge Damaged Yes ☐ No ☐