

Detroit Association of Women's Club (DAWC) House Rental Policies

1. No group may use a room or enter a room without scheduling said room (if available and can be accommodated), in person, in advance of the date of use, signed a completed application form, and paid any deposits or fees required. Ninety (90) minute set up time is included with all rentals. **IN_____**
2. All renters that will require food or beverages for their events, must utilize the DAWC contracted caterer/s, no exceptions will be made without DAWC management approval. **IN_____**
3. No permits shall be issued for meetings or parties of minors unless chaperoned by at least two adults over 21 years of age. The permit/contract must be signed by the responsible party. **IN_____**
4. All rooms rented or otherwise must be left in the condition in which they were found, except for regular cleaning. Decorations must be properly disposed immediately following the event/function. No sparkle, glitter, confetti, etc. is permitted at the DAWC clubhouse. No flame candles allowed. Tape, adhesive, glue, nails, staples, tacks, pins, are not allowed on the walls, doors, moldings, etc. Security deposit will be forfeited if cleanup is not complete or if an unnecessary amount of trash is left behind for building managers. **IN_____**
5. The rental representative is responsible for insuring that all rules and regulations are adhered to. **IN_____**
6. Buildings, grounds and parking lot and equipment shall not be used for activities which are in conflict with city policies and ordinances, state or federal laws, activities which are discriminatory in the legal sense, political activities or illegal gambling. **IN_____**
7. All children in attendance must remain in the rented rooms under adult supervision at all times. Children are not allowed roam unsupervised in other areas of the building, such as hallways, rooms, floors at any time. **IN_____**
8. Any damages to the building or any its content will be charged to the rental representative signing the permit/contract. **IN_____**
9. The DAWC clubhouse does not provide individual accident or health insurance. Groups using the facilities may be required to supply a certificate of insurance covering the building in case of accident or injury to participants. **IN_____**
10. The DAWC will assume no liability for any property of the permit holder or any of its participants, guests, etc. left in the building. **IN_____**
11. The DAWC reserves the right to act in the best interest of the rentals on items not specifically covered in these rules.
12. The DAWC building and its grounds and premises is a smoke free facility. **IN_____**
13. The DAWC reserves the right to inspect and control all events, parties, meetings, gatherings, etc. held on its premises. **IN_____**
14. A security deposit of \$150.00 is required (at the time the agreement is signed) to reserve the date of event, party, meeting, etc. An additional deposit may be required or the amount or type may be changed at the discretion of management. **IN_____**
15. The security deposit will be applied to the balance of the amount pursuant to the rental agreement amount. **IN_____**
16. The security deposit and final payment can be made by money order, cashier's check, cash app payment or credit card (no personal checks). **IN_____**
17. The agreement may be cancelled by either party in writing. Lessee shall forfeit 50% of security deposit and any other payments paid if written cancellation is made less than two weeks (business days) prior to the date of event. **IN_____**
18. _____

_____ **IN_____**

Renter Name (Responsible Party): _____

PLEASE PRINT

Signature of Renter (Responsible Party): _____

License Number: _____

Home Address: _____

Business Address: _____

Email: _____

Home Phone: _____ **Cell phone:** _____

Business Phone _____