

Application for Use of Camp Frances

City of Charlotte, 111 E. Lawrence, Charlotte, MI 48813

Date/s Requested: _____ Day of Week: M, T, W, TH, F, Sat, Sun

\$100 deposit is required and will be returned within 48 business hours when you complete the Camp Frances Check-out cleaning procedures process and return the key to City Hall. Deposit NOT refunded if canceling reservation without 48 Hour notice OR No Show. DO NOT ATTACH anything to interior walls, ceiling, doors, trim, fans or cabinets. This includes tape, staples, pins, tacks, nails, glue etc.

- Single Day Rentals – Arrival at 11am departing by 9 am next day - \$70.00
- Friday and Saturday: arrive at 11am Fri., leave by 9 am Sunday = \$120
- Saturday and Sunday: arrive at 11am Sat, leave by 9 am Monday = \$120
- Friday, Saturday and Sunday: arrive at 11am Friday, leave by 9 am Monday = \$170
- Multiple days during the week: 1st day \$70, each additional day \$50
- Monday through Friday: \$190, add in Sat. and Sun. \$250 total

Individual Applicant/Organization: _____

Name of Person/Persons Applying: _____

Address: _____

Valid Telephone: _____ Cell: _____

Activity/Event _____

Expected Number in Attendance: _____

Fee: \$70 Minimum required. Amount Paid: \$ _____ Receipt No. _____

The applicant agrees to return the Camp Frances facilities to a clean and orderly condition at the end of the activity and pay the cost of repair or replacement of any damage to the facilities or equipment. The City of Charlotte and the Camp Frances Board of Directors shall not be held responsible for damage or loss of materials used or left in the building. The applicant agrees to hold the City of Charlotte and their staff members harmless and blameless for damages. The applicant certifies that he/she has read the Camp Frances instructions and that he/she fully understands these rules and his/her obligations therein. **48 Hour Cancellation notification is required.** Additionally, the applicant agrees to abide by all Covid-19 guidelines as provided in page 2 of this agreement.

Signature of Applicant: _____ Date: _____

Driver's License No.: _____ Date of Birth (must be 21 or older) _____

- Copy of ID (Include w/ application if mailing)

[Staff Use Only Below](#)

- Police Check Complete
- Police Chief Notified of: Rental Date/Name of Renter/Contact Phone
- Check List Given ** Staff Initials: _____

Signature of Person Receiving Keys: _____

Cash/ Check _____ Date Key Out: _____

Staff Witness: _____ Key No. _____

Keys Returned Date: _____ Deposit Returned Date: _____ Staff Initials: _____

Covid-19 Guidelines for Camp Frances

Masks must be worn by all individuals inside and outside the building.

Please observe social distancing and keep 6 feet apart from others.

Contact tracing logs are provided and must be completed by attendee. Completed logs can be left at Camp Frances with the Camp Frances Cleaning Procedures checklist at the completion of the rental period.

A Covid-19 approved disinfectant will be used for wiping surfaces (provided by Camp Frances). Please reference cleaning protocol.

Occupancy inside the building is currently:

Chairs only: _____ people main floor

Chairs and tables used: _____ people main floor

Chairs only: _____ people in basement

Chairs and tables used: _____ people in basement

I agree to comply with these guidelines.

Applicant signature

Date