

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  
*(circle)*

\$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 will NOT be 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
- 2 day rental such as Friday and Saturday: arrive at 11am Fri., leave by 9 am Sunday = \$120
- 3 day rental such as 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. \_\_\_\_\_

Camp Frances and all Charlotte parks are designated alcohol free zones. 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 to receive a refund.** Refunds may take 3-4 weeks to process. I agree to comply with these guidelines.

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: \_\_\_\_\_