

Frankenmuth Scout Building Policies

Frankenmuth Parks & Recreation Commission

1. Fees are established by the Parks & Recreation Commission and are subject to change. The entire rental amount is due with the reservation request. Checks should be made payable to: City of Frankenmuth. A copy of the applicant's driver's license is required with the reservation.
2. All rentals must vacate the building by 12:00am (midnight), except with prior approval from the Parks and Recreation Department.
3. Limited kitchen facilities are available for your use: stove, refrigerator, sink and microwave. There are pots, pans, dishes and utensils provided, but please bring any specific items you may need.
4. There is a TV & DVD/VCR available in the main room along with a 7' wide drop down screen on the stage (no projector provided though). Wireless internet is available upon request.
5. Please clean up any spills or messes from food or drinks. There are cleaning supplies available to wipe off counters & tables and to sweep & mop floors. Please empty all trash cans and put garbage bags in the tan storage bin near the garage. Upon leaving, please make sure all lights are off.
6. You will be held responsible for any damage to the facility as a result of your use. Before leaving, please make sure all windows and doors are locked. **To keep the door unlocked while people are entering (so that you don't need to use the key each time), you can lock the push bar in with an "allen key", which is on the wall in the custodial closet.** Please remember to release the push bar so the door locks when you leave. When you are done cleaning up from your event, *please leave your key card in the refrigerator.*
7. The maximum occupancy of the building (as set by the Fire Marshall) may not be exceeded at any time. The maximum capacity for banquet seating (tables and chairs) in the main room is **84 people.**
8. Attaching banners, signs or decorations to any part of the building or its contents with tape, adhesives, tacks, nails, staples, or by any other means that may leave marks, holes, or residue is prohibited. All decorations and attachments must be removed prior departing. The Parks and Recreation Department must approve any special decorating requirements.
9. Proper insurance coverage must be presented prior to use. Smoking is prohibited in the building. Use of alcoholic beverages other than beer and wine is prohibited.
10. Use of the fire place is prohibited. Outdoor fires are also prohibited.
11. Cancellations must be made in writing to the Frankenmuth Parks and Recreation office. Refunds will be given based on the following scale from when the cancellation is made:

more than 12 months prior to the event	= 100% refund minus a \$25 administrative fee.
6-12 months prior to the event	= 75% refund
1-6 months prior to the event	= 50% refund
30 days or less prior to the event	= No refund
12. For urgent issues with the building after normal business hours, please call the Parks & Recreation Department (652-3440) and listen for the number of the "on-call" staff person.
13. The Frankenmuth Parks & Recreation Commission reserves the right to deny any application for building use and to deviate from the fee schedule. Any variation of these rules must have specified approval of the Frankenmuth Parks & Recreation Department.