

CITY OF BERKLEY

— PARKS & RECREATION

COMMUNITY CENTER

2400 ROBINA, BERKLEY, MI 48072

COMMUNITY CENTER FACILITY RENTAL APPLICATION

EVENT OR MEETING TYPE: _____

NAME: _____ ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____

RENTAL RATES

Three Hour Resident

Facility Hours: 9:00 AM-10:00 PM

Monday-Thursday

- Senior Annex (approx. 25)- **\$150**
- Large Meeting Room (approx. 25)- **\$150**
- Multi-Purpose Room (approx. 200)- **\$200**

Friday-Sunday

- Senior Annex (approx. 25)- **\$175**
- Large Meeting Room (approx. 25)- **\$175**
- Multi-Purpose Room (approx. 200)- **\$275**

*Each additional hour is \$50

Three Hour Non-Resident

Facility Hours: 9:00 AM-10:00 PM

Monday-Thursday

- Senior Annex (approx. 25)- **\$250**
- Large Meeting Room (approx. 25)- **\$250**
- Multi-Purpose Room (approx. 200)- **\$300**

Friday-Sunday

- Senior Annex (approx. 25)- **\$275**
- Large Meeting Room (approx. 25)- **\$275**
- Multi-Purpose Room (approx. 200)- **\$375**

*Each additional hour is \$50

RENTAL POLICIES (REVERSE SIDE)

JANUARY _____ MAY _____ SEPTEMBER _____

FEBRUARY _____ JUNE _____ OCTOBER _____

MARCH _____ JULY _____ NOVEMBER _____

APRIL _____ AUGUST _____ DECEMBER _____

ROOM REQUESTED: _____ TIME: _____

- A NON-REFUNDABLE DEPOSIT FEE OF \$20.00 (CASH, CHECK OR CARD) WILL BE REQUIRED AT THE TIME RENTAL APPLICATION IS SUBMITTED TO RESERVE YOUR DATE
- THE BALANCE IS DUE FOURTEEN DAYS PRIOR TO DATE ALONG WITH A \$200.00 SECURITY DEPOSIT IN THE FORM OF A CHECK ONLY

Return form to:
Josie Modrack
jmodrack@berkleymich.net
Berkley Parks & Recreation
2400 Robina, Berkley, MI 48072

FOR OFFICE USE ONLY

First 3 hours: _____

Additional hours: _____

Subtotal: _____

Deduct \$20.00: _____
(non-refundable deposit)

Total balance due: \$ _____

COMMUNITY CENTER FACILITY RENTAL POLICIES

- The City of Berkley Parks and Recreation Department is responsible for the operation of the Berkley Community Center. The Recreation Department reserves the right to refuse the use of the building to any person or organization that the Department has reason to believe may cause damage to the Community Center of the City of Berkley.
- The Parks and Recreation Department reserves the right to cancel or deny use with or without due notice, and to limit the frequency of building use by any group or organization if the Department determines that the applicant has violated the rental policy or has denied to others fair use of the building.
- The City of Berkley shall not be held responsible for any property loss, accidents or damages incurred by the person(s) or group using the building, and is released from any and all such claims for damages of any nature.
- All groups must follow the following fire regulations:
 - a. The use of open flames are forbidden.
 - b. Electrical decorations and extensions must be flame proofed and U.L. approved.
 - c. Decorations such as straw, leaves, excelsior or streamers require special permission.
 - d. Exits, corridors and hallways must be free of obstructions at all times.
- Smoking is prohibited in the building.
- Any group using the building must provide the supervision of a responsible adult, 21 years of age or older.
- The use of alcoholic beverages in the Community Center is prohibited.
- Pets are not allowed in the building except those leading the blind, and by special permission.
- Gambling or solicitation of funds is prohibited in the building.
- Balloons are permitted, but must be securely tied. There is a \$20.00 charge for balloons which must be retrieved from the ceiling.
- The sale of products or services by commercial enterprise is not permitted.
- Religious promotions are prohibited on the premises.
- Groups must arrange to do their own set-up of tables and chairs, and must return them to their original places at the completion of activities. Rental fee must include time needed for set-up, take-down and clean up.
- The applicant is responsible for the general clean-up of the building:
 - a. Removal of all material brought in, including all decorations.
 - b. Tables, chairs and floors must be left clean. Proper clean-up of kitchen if used is required.
 - c. Groups will lose part of, or all, of their security deposit for any damages or improper clean-up of the building.
- Community Center hours will be from 9:00 am to 10:00 pm throughout the week. These hours will stay in effect unless special permission has been granted by the Recreation Department.
- An application must be submitted to the Parks and Recreation Office at least 30 days in advance of the requested date of use. The Department cannot guarantee that action will be taken on an application submitted after this time.
- A non-refundable deposit fee of \$20.00 will be required at the time rental application is submitted. The balance is due fourteen days prior to date along with a \$200.00 security deposit in the form of a check.
- Refunds requested less than 14 days prior to date of event will be charged 50% of the rental fee.
- Persons will be charged for time they are present which exceeds their original designated time. The amount will be in relation to how long past the reserved time a group stays. This includes any extra clean up time not previously taken into account.
- Rental fees will be divided into two categories: Resident and Non-Resident. A resident is anyone who lives, owns property, or owns a business in the City of Berkley. All others who fail to meet these requirements will be considered non-residents.

We/I request the use of a Berkley Municipal facility. We/I hereby state that the above rules have been read and agree to abide by the rules of this agreement.

Approved rental will receive a facility contract after deposit is made.

Printed Name: _____

Signature: _____

Date: _____