

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. Technology - Wireless internet is available upon request. There are two smart TVs available in the main room. If not using live local TV channels, **we recommend bringing a laptop and HDMI cord**. There is also a 7' wide drop down screen on the stage, however no projector is provided. Please bring your own project and computer if you wish to use the screen.
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 closed and 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. Insurance coverage may be required depending on type of event.
10. Use of the fire place is prohibited. Outdoor fires are also prohibited.
11. No refunds will be given for inclement weather, power failures, mechanical failures or for any other reason beyond our control.
12. 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:

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| 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 |
13. For urgent issues with the building after normal business hours, please call the Parks & Recreation Department (652-3440) and press ext. 5 to be connected to an "on-call" staff person.
14. 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.

The City of Frankenmuth reserves the right to deny any application for the use of this facility.