

City of Garden City Parks & Recreation

Maplewood Community Center

FACILITY RENTAL POLICIES

If you are interested in renting a room in Garden City's Maplewood Community Center, please read this entire policy.

734-793-1850

**31735 Maplewood Street
Garden City, Michigan 48135**



1. Maplewood Community Center Facility

Maplewood Community Center
31735 Maplewood Street
(734) 793-1850

Maplewood Community Center Regular Rental Hours <i>(excluding holidays or when City offices are closed)</i>		
Weekday	Monday – Thursday	8:45 a.m. – 8 p.m.
	Friday (<i>daytime</i>)	8:45 a.m. – 4 p.m.
Weekend	Friday (<i>evening</i>)	4 p.m. – 7 p.m.
	Saturday	9 a.m. – 2 p.m.
	Sunday	CLOSED

MAPLEWOOD COMMUNITY CENTER FACILITY RENTAL FEES

The following fees are for a 2-hour minimum / 6-hour max

Garden City Resident/Employee/Non-Profit Business (RES) Discount

Proof of Garden City residency, employment, or non-profit status is needed at time of reservation.
The person that qualifies for the discount must be the one reserving the space.

EVENTS DURING REGULAR OPEN HOURS

RENTAL OPTIONS	CAPACITY	WEEKDAY RATES RES / Non-RES Rate <i>Hourly Rates</i>	WEEKEND RATES RES / Non-RES Rate <i>Hourly Rates</i>	FEATURES
Community Room/ Maple Room	120	\$40 / \$50	\$50 / \$60	Hard dance floor, carpet
Community Room	80	\$30 / \$40	\$40 / \$50	Hard dance floor, carpet
Discovery Room	80	\$30 / \$40	\$40 / \$50	Carpet
Maple Room	45	\$25 / \$35	\$35 / \$45	Carpet
Tuscan Room	30	\$20 / \$30	\$30 / \$40	Hard floor, sink
Safari Room	30	\$20 / \$30	\$30 / \$40	Hard floor, sink
Arbor Room	30	\$20 / \$30	\$30 / \$40	Conference table, carpet
Michigan Room	30	\$20 / \$30	\$30 / \$40	Conference table, sink, carpet
Computer Room	30	\$20 / \$30	\$30 / \$40	Carpet

MAPLEWOOD GYMNASIUM				
RENTAL OPTIONS	CAPACITY	WEEKDAY RATES Flat Rate Hourly Rate	WEEKEND RATES Flat Rate Hourly Rate	FEATURES
Rental Fee	80 +	\$40	\$50	Stage, basketball hoops

A group may use the Gymnasium for an hour (at the hourly rate) while renting another room, if available.

EVENTS DURING AFTER HOURS

Same fees as stated above, including:

Employee/Security Fees: \$ 25 per hour/per employee

***NO FEE:** Under this agreement policy, no rental group may have an event that charges a fee for entrance. Such requests must be made through a Special Event Permit Application and not through this facility rental

application. Please contact the Garden City Parks & Recreation rental facility that you are interested in for more information.

OTHER RENTAL FEES

Maplewood Community Center

**55' TV on Stand
(including Blu-ray player and surround sound): \$ 10 per rental**

Depending on the size of the event, additional on-site personnel may be required:

Employee/Security Fees: \$ 25 per hour/per employee

***NO FEE**: Under this agreement policy, no rental group may have an event that charges a fee for entrance. Such requests must be made through a Special Event Permit Application and not through this facility rental

application. Please contact the City of Garden City Parks & Recreation rental facility that you are interested in for more information.

2. Maplewood Community Center / Facility Rental Policies

NO alcohol is allowed on any part of the grounds of the Garden City Maplewood Community Center.

Events sponsored by the City of Garden City's Parks and Recreation Department will have priority for use of any rental park or facility. Applications for facility rental agreements are processed in order of receipt of the fully completed application and full payment. The requested area is then reserved pending review of the application. Failure to fully complete the application and pay the full payment will result in **NO reservation**.

RENTAL AGREEMENTS: A signed rental agreement is required in order to have any type of function at a City of Garden City's Maplewood Community Center facility.

PROCEDURES AND REQUIREMENTS: To rent a space in the Maplewood Community Center, the event organizer must go to the Maplewood Community Center's Information Desk, 31735 Maplewood St., Garden City, MI 48135. If the requested date is available, the organizer must fill out the Rental Application and sign the Rental Agreement and return it to the appropriate staff member, along with the required payment in full.

There will be NO penciling in a date. To reserve a date, all fees **MUST** be paid in full.

No reservation will be taken over the telephone. All reservations **MUST** be completed in person.

No recurring rentals permitted, unless approved by Parks & Recreation staff.

Reservations will be accepted on a first-come, first-serve. The first group to complete the Rental Application, sign the Rental Agreement, and pay all rental fees will be rented their requested space.

Rental applicants MUST be at least 21 years of age.

Process:

1. Visit the Maplewood Community Center and view the rental space you want to rent.
2. Complete the Rental Application, sign the Rental Agreement, and immediately pay the necessary payment.
3. Failure to complete the Rental Application, sign the Rental Agreement, or make the payment immediately cancels the booking.

DEADLINE: Due to the need to schedule after-hour employees, rentals during the building's after-hours should be scheduled and paid for **30 days** in advance of the rental date.

NO WAIVING OF FEES: Due to the maintenance costs of the Parks & Recreation rental facilities, including the Maplewood Community Center, there will be no waiving or reducing of fees *for any reason*.

PAYMENTS ARE NOT REFUNDABLE UPON CANCELLATION: Full payment is required at the time of reservation for a City of Garden City – Parks & Recreation rental facility, including the Maplewood Community Center, and is non-refundable upon cancellation of the event for whatever reason...including bad weather. **All payments are forfeited if the event is cancelled, regardless of the date of cancellation. The payment cannot be credited to a future date.**

NO FEE: *UNDER THIS RENTAL AGREEMENT*, NO rental group may have an event that charges a fee for entrance. This would include events such as dances, festivals, fundraisers, food sales/cookouts, or any other event that charges a fee to its attendees. **SUCH REQUESTS MUST BE MADE THROUGH A SPECIAL EVENT APPLICATION AND NOT THROUGH THIS RENTAL APPLICATION AND RENTAL AGREEMENT.** Please contact the City of Garden City Parks & Recreation rental facility that you are interested in having a Special Event at for more information.

TIME: All renting parties must vacate the Maplewood Community Center no later than the end of their specified rental departure time. **It is up to the event organizer to end their party on time.** Failure to leave the premises at departure time will result in an additional charge of \$2 per minute for every minute stayed beyond the specified departure time.

“AS-IS”: All City of Garden City – Parks & Recreation facilities, including the Maplewood Community Center, are rented “as-is”. No concessions or guarantees can be made in reference to any changes, special cleanings, or upgrades to the chosen rental property, or in how it will be prepared for any individual rental group. **It is MANDATORY that ALL rental parties should be aware of the condition of the rental space that they are renting,** and the department staff members should NOT be expected to make any changes whatsoever.

PERMITTED AREA: Renting a room at the Maplewood Community Center allows the rental group to only rent the permitted room requested through this Rental Agreement. Any area outside the rental space including, hallways, adjacent rooms, the surrounding grounds, are not included in the rental and will continue to be open to the public.

VEHICLES: No vehicles of any kind are allowed on the grass or within the loading areas, at any time. Vehicles MUST be parked in designated parking spots in the Maplewood Community Center parking lots. Law enforcement tickets will be given without warning.

MAXIMUM NUMBER OF PEOPLE: Due to Fire Codes and facility space, the maximum number of people allowed per event varies per rental facility. It is important to find out what that number is for the space that you are renting. There are no exceptions. Capacities of rental spaces are listed on Page 3 of this Rental Agreement.

PERSONNEL/SECURITY: Depending on the estimated size of the event, as evaluated by the department staff, on-site personnel may be required. *If offered by the renting party*, staff member(s) shall be allowed to partake of food and non-alcoholic drink during a rental function. **The staff member(s) WILL NOT be expected to be utilized as set-up, waitstaff, and/or cleanup workers.**

CHAIRS AND TABLES: The Parks & Recreation's rental facilities, including the Maplewood Community Center, does not rent-out tables and chairs for events. There is a limited number of chairs and tables available. Make sure to discuss chair and table needs at the time of reservation. If groups need more chairs and tables than what is available at the Maplewood Community Center, the group is responsible for renting chairs and tables from an outside vendor.

CLEANUP: The event organizer is responsible for all **clean-up inside and outside of the chosen rental space (including all restrooms utilized by their event attendees and hallways surrounding the rented space)**. Cleanup must be completed before ending the event and will be included within the rental period. Should there be additional clean-up remaining after the rental group vacates the property, the renting party will be charged an **additional cleaning fee, following the event,** as well as the refusal of future rentals booked by the same event organizer and/or rental group.

SET-UP / BREAKDOWN: All renting parties **are responsible** for the **set-up and breakdown of their own tables, chairs, or any other amenities involved with their event.**

DECORATIONS: Please refer decorating questions to the Parks & Recreation Staff. **Glitter, confetti and rice are not permitted.** No decorations may be taped or nailed to the interior or exterior walls and ceilings of any rental space, as it ruins the paint and trim. **NO SIGNS** for the rental group may be posted anywhere in the Maplewood Community Center, unless approved by Parks & Recreation staff.

ALCOHOL/DRUGS: Drugs are not permitted in or around Garden City parks and properties whatsoever. **The use of alcoholic beverages is prohibited in Garden City parks and facilities unless written authorization through our department has been granted,** and you must comply with all laws. The Maplewood Community Center is an alcohol-free building- **NO alcohol is allowed on any part of the grounds of the Maplewood Community Center.**

MUSIC: Limited music is allowed. **The event organizer is responsible for keeping the music volume at a reasonable level.** Any building staff present at the event is directed to inform the event organizer when the volume should be adjusted. **EVENT ORGANIZERS MUST BE AWARE THAT OTHER GROUPS MAY BE RENTING NEARBY AND THEY SHOULD BE RESPECTFUL OF THE OTHER GROUPS IN REFERENCE TO NOISE AND MUSIC.**

ANIMALS: Unless specifically permitted, **no animal shows or activities** are allowed in or around Parks and Recreation rental facilities, including the Maplewood Community Center. All rental groups and attendees must additionally comply with Garden City ordinances.

BOUNCE HOUSES: Unless specifically permitted, **no water slides are permitted** on City of Garden City properties, including the Maplewood Community Center. If a group wants to bring a bounce house to a rental property, they **MUST** clear it with the Parks and Recreation supervisor.

CAR WASH: Due to the cost of water; **no car washes are permitted** at Parks & Recreation parks and facilities.

FIREWORKS: Unless specifically permitted, **no rental groups are allowed to utilize fireworks** or any other type of explosive at Garden City Parks & Recreation parks and facilities.

NO OPEN FIRES: Unless specifically permitted, no rental groups are allowed to build an open fire at Garden City Parks & Recreation parks and facilities.

NO HUNTING: Hunting, trapping or otherwise pursuing or catching any wildlife within the City of Garden City is strictly prohibited.

BEVERAGES: No glass bottles are permitted in Parks & Recreation parks and facilities. Beverages should be served in paper or plastic cups.

GUEST'S BEHAVIOR: All guest's behavior is to be monitored by the event organizer. It will be the responsibility of the event organizer to control the behavior of all their guests, especially unmannered children.

DAMAGE AND/OR THEFT: Should there be any damage to any Garden City park, pavilion, community center, or other facility, or should a theft of Garden City property occur, the event organizer will be **responsible for the additional costs – following the event.**

THEFT: The City of Garden City - Parks and Recreation Department and its staff, will be held harmless and shall not be responsible should any item of the event organizer and/or their function be stolen or misplaced.

GENERAL LIABILITY: The event organizer is completely responsible for all damage, theft, physical harm, and incidences that cause public complaint and/or law enforcement notification. It is the responsibility of the event organizer to control the behavior of their guests.

IMPORTANT NOTICE: It is important to remember that the Garden City Parks & Recreation rental facilities, including the Maplewood Community Center, belong to Citizens of Garden City. Each facility should be respected. Everyone attending events that take place in our community center, ice arena, and parks should enjoy the atmosphere and respect the property. **The Garden City Parks and Recreation Department reserves the right to reject a rental party for any reason, and any circumstances, whatsoever.**

NO RETURN: Any rental group violating these policies, or engaged in behavior that is inappropriate, or the behavior of the group's guests is inappropriate (i.e. fighting, bad language, use of weapons, the need for law enforcement intervention, etc.), will NOT be allowed to rent a Garden City Parks & Recreation park or facility again.

EQUAL OPPORTUNITY: The event organizer assures that no person shall, on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status be excluded from participating in any activity for which a Garden City Parks & Recreation park or facility is used.

NO POLITICAL EVENTS: As a municipally owned facility, no local, county, state-wide, or national political campaign events, including fundraiser, may take place within the Maplewood Community Center.

INDEMNIFICATION: Renter shall, during the term of this agreement, fully protect, indemnify and hold the City of Garden City harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death

of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

DEVIATIONS: Any deviation from these policies and procedures **MUST** be approved by the City of Garden City's Director of Parks and Recreation.

GENERAL PROVISIONS:

- Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.
- Joint and Several Obligations: If Renter consists of more than one person or entity, the obligation of all such persons is joint and several.
- Situs: The agreement shall be constructed and interpreted according to the laws of the State of Michigan.
- In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

3. Maplewood Community Center Rental Application



Date of Application: _____ Date of Event: _____ Day of Week: _____

Set-Up/Arrival Time: _____ Event Start Time: _____ Event End Time: _____

Group Departure Time: _____ Number of People Attending Event: _____

Rental Location: **Maplewood Community Center - 31735 Maplewood St., Garden City, MI 48135**

Rental Room Name(s): _____

Type of Event (*Birthday, Wedding, Meeting, etc.*): _____

Name of Party or Organization (*if applicable*): _____

Primary Person Responsible for Conduct of Group: Secondary person responsible for group:

Name: _____

Name: _____

Home Phone: _____

Home Phone: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Address: _____

Address: _____

City & Zip Code: _____

City & Zip Code: _____

Is the Primary Person Responsible for the Group a...?

Garden City Resident (Yes/No): _____

Must show proof of Garden City residency.

Garden City Employee (Yes/No): _____

Must show proof of City of Garden City employment.

Non-Profit Organization (Yes/No): _____

Must show 501c3 tax document.

Admission Charge? (Yes/No) _____ If yes, you must fill out the Special Event Permit Application.

Alcohol Served? **Alcohol is prohibited in the Maplewood Community Center.**

Inflatables? (Yes/No) _____ If yes, the City must have a copy of the liability insurance naming the City of Garden City as an "Added Named Insured" before the event takes place.

I, THE UNDERSIGNED UNDERSTAND THAT ANY DAMAGE OR DESTRUCTION TO THIS FACILITY, THE MAPLEWOOD COMMUNITY CENTER, AS A RESULT OF ITS USE BY THE ABOVE GROUP WILL CAUSE SAID GROUP TO BE RESPONSIBLE FOR THE COST OF REPAIR, REPLACEMENT, OR CLEANING OF DAMAGED MATERIAL.

I, the undersigned agree to defend, indemnify and hold harmless the City of Garden City and its Parks and Recreation Department from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed, or recovered against or from the City of Garden City or its Parks and Recreation Department by reason or any damage to any property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way is connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused whole or in part by the negligence of the City of Garden City or its Parks and Recreation Department, or by third parties, or by their agents, servants, employees, or factors of any of them.

Signature of Responsible Person/Renter _____ **Date** _____

City of Garden City Staff _____ **Date** _____

FOR STAFF TO COMPLETE:

Room Total: \$ _____

Additional Fee Total: \$ _____

▪ _____ :

▪ _____ :

▪ _____ :

Total Due: \$ _____

Receipt Number: _____

Paid in Cash: _____

Check Number: _____

Invoice Number: _____

Date Paid: _____

* Paid fee is non-refundable and forfeited at the time of cancellation. Payments cannot be forwarded to another date*

5. Maplewood Community Center Rental Agreement

- ✓ _____ (initial) This agreement, made the _____ day of _____, _____, by and between the City of Garden City - Parks and Recreation Department, and _____ (Primary Responsible Renter).
- ✓ _____ (initial) Premises: City of Garden City leases to Renter and Renter leases from City of Garden City the _____ (room name(s) at the Maplewood Community Center.
- ✓ _____ (initial) Term: The hours of rental are from _____ o'clock ____ .m. until _____ o'clock ____ .m. on _____ (Date).
- ✓ _____ (initial) Rental Rate: Renter shall pay the total rental sum of \$_____.
- ✓ _____ (initial) Payment: Renter shall pay the full non-refundable payment of the rental fee at the time of the reservation. In the event the Renter cancels the event, **there is no refund or return of any paid fees whatsoever...including for bad weather.** Renter also understands that rental payments CANNOT be forwarded to another date.
- ✓ _____ (initial) **Leases and Assignments:** Renter shall NOT have the right to assign this agreement to any other person or entity.
- ✓ _____ (initial) Rules and Regulations: I understand that the rules and regulations attached hereto as exhibits "1", "2", and "3" shall be incorporated into and made a part of this agreement.
- ✓ _____ (initial) **"AS-IS":** All City of Garden City – Parks & Recreation rental facilities are rented "as-is". No concessions or guarantees have been made in reference to any changes, special cleanings, or upgrades to the chosen rental property.
- ✓ _____ (initial) I understand that I must **rent my own tables and chairs, if provided tables and chairs are not adequate.**
- ✓ _____ (initial) **No decorations may be taped or nailed** to the interior or exterior walls and ceilings of any rental facility, including the Maplewood Community Center.
- ✓ _____ (initial) **No animal shows or activities** are allowed to be in or around any rental facility, including the Maplewood Community Center.

- ✓ _____ (initial) I understand that **no water slides are allowed** and **that to bring in a bounce house I MUST provide the City with a copy of the liability insurance naming the City of Garden City as an “Added Named Insured” before the event takes place.**
- ✓ _____ (initial) Understanding: I understand that through this Facility Rental Contract I may NOT charge a fee to enter the park/facility of which I am renting (No dances, festivals, fundraisers, food sales/cook-outs, etc...). Such requests must be made through a Special Event Permit Application and not through this facility rental application. I understand that I need to contact the Parks and Recreation Admin Office for a Special Event Permit.
- ✓ _____ (initial) I understand that my rental **group must leave all rental properties by specified departure time** and **our clean-up will be complete** (leaving the facility the same as you found it). Should there be additional clean-up remaining after the rental group vacates the property, the renting party will be **charged an additional cleaning fee, following the event**, as well as the refusal of future rentals booked by the same event organizer and/or rental group.
- ✓ _____ (initial) I understand that my group must vacate the Garden City rental facility no later than the end of their specified rental departure time. **It is up to me (the event organizer) to end their party on time.** Failure to leave the premises at departure time will result in an additional **charge of \$2 per minute** for every minute stayed beyond the specified departure time.
- ✓ _____ (initial) Indemnification: Renter shall, during the term of this Agreement, fully protect, indemnify and hold City of Garden City harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys’ fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND AGREE TO EVERYTHING IN THIS RENTAL AGREEMENT POLICY.

RENTER’S NAME (PRINT) _____

RENTER’S SIGNATURE: _____ **DATE:** _____

City of Garden City - Parks & Recreation

Maplewood Community Center

31735 Maplewood Street, Garden City, Michigan 48135

(734) 793-1850

