

City of Huntington Woods Gillham Recreation Center Rental/Reservation Policy

The Huntington Woods Gillham Recreation Center is available for private rental to residents and Commission approved Recognized Community Groups when not in use for a city function as specified below.

RECREATION FACILITY USE

- A. **HOURS:** Rooms in the Recreation Center are available for rent when space and adequate staffing is available as determined by the Recreation Department.
- B. **STAFFING:** A Huntington Woods staff member must be present during all rentals.
- C. **TIME LIMIT:** Rentals are not to exceed the hours listed below:
 - Sunday-Thursday rentals must be completed and out of the building by 11:00 p.m.
 - Friday and Saturday rentals must be completed and out of the building by 1:00 a.m.
- D. **SCHEDULING:** Rooms may not be rented more than three months in advance.
- E. All private rentals require a minimum of a two-hours.
- F. Recreation Center and city-sponsored events have priority use of the facility over any private rental request.
- G. The Recreation Center is not available for rental June, July and August.
- H. The Recreation Center is available for rental by a resident, the Berkley School District, or a Recognized Community Group for the following purposes:
 - 1. Public meetings by Recognized Community Groups
 - 2. Private functions by Recognized Community Groups
 - 3. Private parties hosted by residents where the subject of the party is a resident or the resident's immediate family member
 - 4. School district functions

THE RECREATION CENTER MAY NOT BE RENTED BY:

- A. Non-residents
- B. Any resident for organizations based outside of Huntington Woods
- C. Any business or organization other than Recognized Community Groups and the Berkley School District as noted above
- D. Any resident for any purpose involving any commercial activity, the promotion of any business or commercial venture, fundraising, or a rental that requires anyone to pay or make donation to attend the event. The Department will consider the use of recreation facilities by H.W. students participating in the Norup Middle School IB projects and fundraising events. The use of the facility must benefit the identified school approved projects.
- E. Any resident for a function where the general public is invited to attend. All private functions must be by personal invitation to the event.

USE BY RECOGNIZED COMMUNITY GROUPS

- A. During regular business hours, Recognized Community Groups will not be charged the regular rental fee.
- B. During non-business hours, Recognized Community Groups will be charged the regular rental rate.

SUPERVISION

- A. Renters must provide adequate supervision for parties at which there are a significant number of youth present (21 years or younger). A ratio of at least one adult to every 10 children is required.

RESPONSIBILITY

- A. **LIABILITY:** The Recreation Department is not liable for theft or personal injury that may occur to any member(s) of any group or individuals while on the premises for a private party or function.
- B. **INSURANCE**
 - 1. All renters must provide an up to date certificate of homeowner's insurance at the time of application, evidencing coverage in the amount \$300,000 (\$500,000 for events serving beer/wine).

2. Vendors providing any equipment, inflatable device, interactive entertainment or catering food are required to furnish a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability. Certificate Holder AND Additional Insured should be listed as City of Huntington Woods, ATTN: Tim Rowland, 26815 Scotia Road, Huntington Woods, MI 48070. *This document must be submitted at the Gillham Recreation Center within one week after approval of the permit. If not received within the designated time, the vendor request will be denied. Email insurance forms to: jalpert@hwmi.org.*
- C. **DAMAGES:** Renters are responsible for any damage or loss to City-owned equipment or the facility. Damage charges shall be invoiced by the Recreation Department and are due immediately upon receipt. The Recreation Department reserves the right to reject any future requests for rental from any group or individual responsible for the damage based on the severity of the damage incurred.
- D. **DECORATIONS / SET UP:** Decorations are the responsibility of the resident. No loose decorations such as glitter, sand, or confetti-type items are permitted. Decorations may not cause a fire hazard. Decorations may not be taped to the walls or floors.
- E. **CLEAN-UP:** Renters are responsible for cleaning up after their party or event on the same day immediately following the end of the event. The room must be left in the same condition as it was found. The renters are responsible for bagging and removing all garbage to the designated areas. Recycling is encouraged. All alcohol containers, including empties, must be removed from the building. Tables, chairs and floors must be left clean. The Recreation Center is responsible for putting away the tables and chairs.
- F. **CONDUCT:** The renters are responsible for the conduct of their guests. Excessive noise and disorderly conduct strictly prohibited.
- G. **GAMBLING:** Gambling is strictly prohibited

USE OF ALCOHOLIC BEVERAGES

- A. Hard liquor is prohibited in the Recreation Center. Serving beer and wine is permissible during a rental with the insurance requirements outlined above.
- B. The sale of alcohol, or tickets for alcohol, is strictly prohibited.
- C. No one under the age of 21 may consume alcohol in the Recreation Center. All renters must observe the legal requirements of the State of Michigan for the consumption and serving of alcoholic beverages.

APPLICATIONS

- A. Rental application forms are available online and at the front desk of the Recreation Center. No rental is confirmed until approved by the Recreation Department.
- B. All rentals must be continuous from set up through clean-up.
- C. **CANCELLATIONS:** Cancellations must be made at least 2 weeks in advance of the reservation date, unless the cancellation is due to illness and the rental is rescheduled at the time of the cancellation.
- D. **MISREPRESENTATION:** The Recreation Department reserves the right to cancel any reservation if it learns the renter has misrepresented its status or the nature of the event
- E. The Recreation Center is not liable for any damages arising out of any event or condition that renders the Recreation Center unavailable at the last minute, including, but not limited to, fire, lack of heat or water in the building, chemical spill, or loss of electricity.

ROOM RENTAL FEES

- A. A schedule of general fees is available online and at the front desk. Final rental fee will be determined by the Recreation Department.
- B. Full payment and security deposit are due at the time of submitting application.
- C. **SECURITY DEPOSIT:** A separate \$200 security deposit check is required at the time of rental. The security deposit will be applied by the Recreation Center to offset the cost of any damages, excessive clean up fee, or if the rental exceeds the scheduled time. Any damage in excess of the security deposit will be billed separately to the renter and is due upon receipt. The security deposit will be destroyed if none of these conditions exist.

D. **HOLIDAY RATES:** The Recreation Center is generally not available to rent on holidays, holiday weekends or during scheduled closures. If staffing permits, the Recreation Center may be available for rent during holidays and holiday weekends. All rates are doubled on holidays and holiday weekends. Holidays include: Easter, Good Friday, Fourth of July, Labor Day Weekend, Thanksgiving Weekend (Thursday through Sunday), Christmas, Christmas Eve and New Year's Eve and New Year's Day.

PARKING

A. No parking or unloading is permitted on the brick pathway in front of the Recreation Center. Driving is not permitted on any sidewalk adjacent to the Recreation Center.