

City of Huntington Woods Department of Parks and Recreation
Gillham Recreation Center - Room Rental Application
Please email completed application to: hwrec@hwmi.org

Name _____ Today's Date _____

Group/Organization _____

Address _____

Phone _____ Email _____

Type of activity _____

Anticipated attendance: # Adults _____ # Children _____

PLEASE CHECK ROOM(S) REQUESTED

Warming Room

Multi-Purpose

Gym E

Gym W

Gym Full

Day/Date _____

Time: **From** _____ **To** _____ (must include set-up & clean-up time as part of rental)

If in multiple locations, please specify times for each location: _____

SPECIAL SERVICES REQUESTED

Please provide a diagram of your requested set up at least one week prior to your rental. Be sure to include the number of tables and chairs needed. Room Diagram Resources can be found at recreation.hwmi.org

Serving beer/wine? _____

Other Entertainment/Activity _____

REQUIRED DOCUMENTS

Vendors providing any inflatable device or interactive entertainment 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: Tracy Shanley, 26325 Scotia Road, Huntington Woods, MI 48070. *This document must be submitted at the Gillham Recreation Center one week after approval of the permit. If not received within the designated time, the vendor request will be denied.*

I have received/read a copy of the Recreation Center Rental Policy and will abide by the stated policy governing facility use. I further understand that by reserving a room I indemnify and hold the City of Huntington Woods harmless against injury in connection with the stated activity and use of the building. Any misrepresentation in this application is grounds for cancellation of facility use.

Signed _____ Date _____

FOR OFFICE USE ONLY

APPROVED BY _____ DENIED _____ DATE _____

Vendor Insurance

Entered in Computer

\$100 Security Deposit by Household Account Balance or Check (Payable to "City of Huntington Woods")

ROOM RENTAL/RESERVATION POLICY

In this document "resident"/"residents" refers to permanent resident(s) of Huntington Woods

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

RECREATION FACILITY USE

Hours: Rooms in the Recreation Center are available for rent during business hours when space and adequate staffing is available as determined by the Recreation Department.

Staffing: A Huntington Woods staff member must be present during all rentals.

Scheduling: Rooms may not be rented more than three months in advance.

Recreation Center and City-sponsored events have priority use of the facility over any private rental request.

The Recreation Center is not available for rental mid-May, June, July and August.

The Recreation Center is available for rental by a resident, the Berkley School District, Recognized Community Group for the following purposes:

- Public meetings by Recognized Community Groups
- Private functions by Recognized Community Groups
- Private parties hosted by residents where the subject of the party is a resident or the resident's immediate family member
- School district functions

THE RECREATION CENTER MAY NOT BE RENTED BY:

- Non-residents
- Any resident for organizations based outside of Huntington Woods
- Any business or organization other than Recognized Community Groups and the Berkley School District as noted above.
- 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 Parks and Recreation Department will consider the use of recreation facilities by H.W. students participating in Norup Middle School projects and fundraising events. The use of the facility must benefit the identified school approved projects.
- 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

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

SUPERVISION

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

RELEASE, WAIVER, ASSUMPTION OF RISK (must be signed before participating in any event or activity)

As a registered participant, or parent/legal guardian of a registered participant, in the listed activity or event, I am fully aware of and understand the potential risks involved with my, or my child's, participation in this program and this physical activity, including, but not limited to, cuts, bruises, broken bones, and other serious injuries, damages, or losses. I hereby agree to assume all risk of injury, damage to persons or property, or death resulting from my, or my child's, participation in this activity or event and the use of City of Huntington Woods facilities. I do hereby fully release and discharge the City of Huntington Woods, its officers, agents, employees, volunteers, sponsors, and organizers from and against all liability that may be suffered by me or my child as a result of, or in any way connected to, my or my child's participation in the listed activity or event, except for any injury directly caused by the gross negligence of a City officer, agent, employee, volunteer, sponsor or organizer. This Release, Waiver, and Assumption of Risk shall be binding upon my heirs and dependents.

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.

Insurance:

- 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: Tracy Shanley, 26815 Scotia Road, Huntington Woods, MI48070. *This document must be submitted to 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: ehaan@hwmi.org.

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.

Parking: 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.

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.

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.

Conduct: The renters are responsible for the conduct of their guests. Excessive noise and disorderly conduct are strictly prohibited.

Gambling: Gambling is strictly prohibited.

USE OF ALCOHOLIC BEVERAGES

Hard liquor is prohibited in the Recreation Center. Serving beer and wine is permissible during a rental with the granted permission of the Recreation Department. The sale of alcohol, or tickets for alcohol, is strictly prohibited. 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

Room Rental Application forms are available online at recreation.hwmi.org and at the front desk of the Recreation Center. No rental is confirmed until approved by the Recreation Department. All rentals must be continuous from set up through clean-up.

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.

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.

ROOM RENTAL FEES

A schedule of general fees is available online and at the Recreation Center front desk. Final rental fee will be determined by the Recreation Department. The room rental fee must be paid in full one week prior to the event. The security deposit must be paid in full one week after the permit has been issued by the Recreation Department.

Security Deposit: A separate \$100 security deposit is required at the time of rental. The security deposit will be used 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 can be added to the renter's household account balance by the Recreation Center or can be submitted as a check. If none of these conditions exist after the rental is over, the balance will be removed from the household account, or the check will be destroyed.

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.