



# Community Center Facility Rental Policies

The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. **It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.**

## GENERAL

Reservations are accepted one year in advance for Friday evening, Saturday and Sunday afternoon/evening rentals.

1. All fees must be paid in full at the time of booking. There will be a refundable **\$100 security deposit required**. A refund of rental fees and deposit minus \$30 will be given if reservation is cancelled no less than ten business days prior to date reserved. No refund of rental fees will be given if your reservation is cancelled less than ten business days of the date reserved. Deposit will be refunded in full.
2. Additional items may be rented if requested prior to rental. Rental items requested are based on availability. Equipment rental rates are listed on the Facility Rental Form. **If additional equipment is brought in from an outside vendor it must be approved by the Parks and Recreation Department staff at least 48 hours prior to the event.**
3. Guests are confined to the rented rooms as described by the Facility Rental Form except for restroom usage. The Parks and Recreation Department reserves the right to hold other functions in rooms not reserved by the renter.
4. The East Grand Rapids Community Center is a smoke free site. Smoking will not be allowed indoors or on Wege Plaza.
5. During the time the facility is rented, the renter shall obey all laws of the State of Michigan and the ordinances of the City of East Grand Rapids and shall allow no nuisance, undue noise or disturbance. The East Grand Rapids Public Safety Department will be called if guests become disorderly.
6. Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish time (this includes all clean up). Community Center exterior doors will be locked at the time the rental is scheduled to end if after business hours. If needed, the facility supervisor will provide access as necessary. Failure to comply with rental start time and end time will result in partial or full loss of security deposit.
7. All rentals must conclude by 11:00 PM Sunday through Thursday and 1:00 AM Friday or Saturday. All requests for after hour usage may be considered by the Parks and Recreation Department but must be requested in advance. After hour rates will be applied.
8. All rules and regulations will be strictly enforced. City of East Grand Rapids employees, and/or Public Safety Officers may immediately terminate a rental with no refund of rental fees or deposits if any facility rental policies are violated.
9. Renter agrees to reimburse the City of East Grand Rapids for the total cost of damage to and/or replacement of City property and facilities for which the renter is responsible. Renter is also responsible for the extended costs which may include: exceeding the rental time period, exceeding the maximum number of guests, excessive clean up required by City personnel. The first \$100 to \$350 will be taken from the deposit. Additional costs will be billed to the renter.

10. The sale of any items, including refreshments, must be approved by the Parks and Recreation Department when booking the facility rental.

11. The City of East Grand Rapids reserves the right to deny a facility rental to any person or organization for any reason at anytime. Scheduled rentals can be cancelled by City staff due to unforeseen circumstances in which case a full refund will be granted.

12. Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.

13. Blocking emergency doors is prohibited. Exterior doors may not be propped open.

## SET-UP

14. The room(s) is available to you and your guests only for the time specified in your Facility Rental Form. The Parks and Recreation Department staff will set up all tables and chairs for indoor rentals. Every effort will be made to have tables and chairs set up prior to the renter's scheduled rental time. Table and chair arrangements must be submitted to the Parks and Recreation Department at the time of booking. Table arrangements may be altered by Staff to comply with safety and fire codes.

### **Changes to room set up must be communicated to our department at least:**

*Three hours prior to rentals hosted Monday through Friday before 5:00PM.*

*Weekday evening rentals by 12:00PM the day of the event.*

*Saturday or Sunday rentals by 12:00 PM Friday the week of the event.*

The Community Center does not furnish tables or chairs for rentals on Wege Plaza. Tables and chairs must be rented from an outside source. Heavy or oversized equipment i.e., soft drink kegs, ice cream carts/coolers, etc. must be approved by the Parks and Rec. Dept. and require moisture absorbing pads or towels underneath to eliminate indentation/water damage to the cork floor.

Convenient unloading space is located at the foot of the north driveway between the Community Center and GR Yacht Club. Please plan to move your vehicle immediately after unloading as this space is handicapped parking.

15. **Decorations:** To preserve our facilities, the use of glue, tape, tacks, nails, staples, confetti, glitter, rose petals, rice or other similar products are prohibited. Decorations are not allowed to be posted on walls or windows. Decorating plans must be approved by the Parks and Recreation Department prior to or at the time of booking. Open flame candles of any kind are prohibited. Violation of this rule will result in a deduction from the security deposit.

**16. All preparation time (set-up time) must be included in your rental time and must take place immediately prior to your event (one continuous block of time). Preparation time needed (decoration, delivery of supplies, cake set up, food delivery/alcohol, etc.) must be scheduled and paid for at the time of booking. Communicate the specified rental time with all vendors. THE FACILITY WILL NOT BE AVAILABLE BEFORE THE RENTAL PERIOD STATED ON THE FACILITY RENTAL FORM.**

17. **Audio Visual Equipment:** There is both music and video capability via CD, DVD, MP3 (IPOD) in rooms 101 & 102. Groups are welcome to bring in their own equipment at no additional charge. It is important to test audio visual/laptop connections prior to your event during our business hours. Parks and Recreation Dept. staff have basic knowledge of our operating system but will not be responsible for technical connection issues. Band and keyboard equipment is subject to approval.

## CLEAN-UP

**18. ALL REMAINING SUPPLIES, DECORATIONS, FOOD AND BEVERAGES MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE EVENT. IF USING A CATERER THEY MUST REMOVE THEIR EQUIPMENT IMMEDIATELY AFTER THE EVENT (including boxes, crates, supplies, etc.).**

## **ALCOHOL PERMITS (\$250 Deposit)**

19. A licensed vendor must be used to serve or sell alcohol and must provide a copy of their liquor license and liquor liability insurance naming the City of East Grand Rapids as an additional insured party (minimum \$1,000,000) to the Parks and Recreation Department a minimum of three business days prior to the event. Alcohol may not be brought into the facility by the renter or individuals attending the function.

20. Consumption of alcoholic beverages inside or outside the East Grand Rapids Community Center is prohibited unless an alcohol request is submitted and approved by the Parks and Recreation Department.

21. Sale of alcoholic beverages is prohibited unless services are provided by a vendor licensed to sell alcohol and approved by the Parks and Recreation Department.

22. Alcohol may include liquor, beer, wine and champagne.

23. **The renter must provide the City with a copy of liability insurance for both liability and property damages in the minimum amount of \$300,000 for an individual and \$1,000,000 for an organization at least three business days prior to the rental.** In most cases proof of insurance can be easily acquired at no cost from your homeowner's insurance company. Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol during the rental.

24. Renter is responsible for ensuring all persons who drink are of legal age (21 years or older), no alcohol is served to intoxicated guests, and all state alcohol laws are obeyed.

25. Alcoholic beverages are restricted to the room(s) or areas rented and must be removed from the premises at conclusion of rental.

26. Alcohol may be served for a maximum of four (4) hours. **The serving of alcohol must cease at least one hour prior to the end of the rental.**

27. No kegs, pony kegs, party balls, or similar types of containers are allowed. Alcohol must be in individual serving size containers. All alcohol beverages must be served in plastic or glass containers holding no more than 16 oz.

28. Recreation Department Staff reserves the right to suspend alcohol privileges at any time for any reason. Supervising staff may request verification of the age of any individual consuming alcohol. Under age drinking during any rental or event is strictly prohibited and will result in contacting the Public Safety Department.

29. If the event is catered and/or alcohol is served, the caterer must be licensed to serve alcohol and must provide proof of licensing to the Parks and Recreation department a minimum of three business days prior to the event.

30. Security deposit shall be returned in full within 10 business days following the rental if the facility audit indicates no damages from the rental. **Damage charges will be deducted from the security deposit.**

31. When renting tents and/or other large equipment the **weight restrictions for Wege Plaza are one hundred pounds per square foot.** The renters and/or contracted vendor must abide by the weight restrictions. Failure to comply will leave the renter liable for all damages.



# Facility Rental Form

Organization's Name: \_\_\_\_\_ Representative: \_\_\_\_\_

Rep. Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate representative: \_\_\_\_\_ Phone: \_\_\_\_\_

**Date of Rental:** \_\_\_\_\_ **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_

(\*Must include prep time and clean up time; renter will incur additional charges if time extended)

Type of event: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Admission fee charged? Yes  No  Music? Yes  No  Circle one: DJ Band Other

Will food be served? Yes  No  If yes, provided by: \_\_\_\_\_

Will alcohol be served? Yes  No  If yes, provided by: \_\_\_\_\_

How many round tables? \_\_\_\_\_ How many rectangle tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_

(In conjunction with indoor facility rentals only)

**Please select room(s) or location you are requesting:**

(For room dimensions, capacities and rates, please refer to Facility Rental Rates & Information Form)

- Wege Plaza (Please review Wege Plaza guidelines)
- Program Room 101
- Program Room 102
- Program Rooms 101 and 102
- Program Room 103 (arts and crafts room)
- Program Room 105
- Large Conference Room 107
- Commission Chambers 201

The EGR Community Center, including Wege Plaza, is a smoke-free building.

**Room set-up style:**

(select one)

- Banquet Style
- Classroom Style
- Conference Style
- Theatre Style
- U-Shape Style
- Open Square Style
- Other \_\_\_\_\_

**Equipment rental:** (In conjunction with indoor facility rentals only)

**Rooms 101 & 102 only:**

- Audio system with microphone \$15
- LED projector and screen \$15
- Screen only \$5

**Any room:**

- Flip chart with paper \$15
- Easel with white board and tack board \$15
- Television with DVD / VCR \$10
- Podium \$10

I have received, read, understand, and agree to comply with the City of East Grand Rapids Community Center's rules and regulations on the use of program rooms and Wege Plaza. I am 18 years of age or older. I hereby fully release and discharge the City of East Grand Rapids Parks and Recreation Department, Community Center, City of East Grand Rapids, it's officers, agents and employees from any and all claims from injury, including death, damage or loss, which may be alleged to have arisen out of, or in connection with the above facility rental. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

\* Additional charges may be incurred if rental time exceeds designated hours. **I have read and agree with the Community Center Facility Rental Policies.**

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# Facility Rental Rates and Information

The East Grand Rapids Parks and Recreation Department is pleased to offer facility rentals for residents, non-residents and organizations. For further details or a tour, contact our office at 616.949.1750.

<b>Facility Rental Rates</b> The rates include tables and chairs except Wege Plaza. A \$100 security deposit is required.	<b>Room Dimensions In Feet</b>	<b>Square Feet</b>	<b>Resident Rate/hr</b>	<b>Non Resident Rate/hr</b>	<b>Organization Rate/hr</b>
Wege Plaza (outdoors) Please review Wege Plaza guidelines	Multiform Shape	13,239	\$131	\$172	\$185
Program Room 101	29 x 30	870	\$41	\$53	\$58
Program Room 102	29 x 40	1,160	\$47	\$62	\$66
Program Room 101 and 102	29 x 70	2,030	\$84	\$109	\$119
Program Room 103	25 x 26	650	\$35	\$46	\$49
Program Room 105	30 x 28	840	\$41	\$53	\$58
Large Conference Room 107	24 x 19	456	\$29	\$37	\$41
Commission Chambers 201	30 x 30	900	\$41	\$53	\$58

Event supervisor(s) will be assigned to all rentals with large parties and parties during non-business hours at a rate of \$15/hour

<b>Facility Capacities</b> (# of people according to style of setup)	<b>*Banquet Style</b>	<b>Theatre Style</b>	<b>Conference Style</b>	<b>Open Square Style</b>	<b>Classroom Style</b>	<b>U - Shape Style</b>
Wege Plaza (outdoors)	300	400	NA	NA	NA	NA
Program Room 101	32	60	22	24	36	24
Program Room 102	48	80	38	28	45	30
Program Rooms 101 and 102	80	100	67	NA	81	NA
Program Room 103	32	40	22	19	27	18
Program Room 105	48	60	29	24	36	24
Large Conference Room 107	NA	30	14	18	18	15
Commission Chambers 201	48	60	31	25	40	21

**Tables and Chairs Available (inside use only)      Dimensions      Total**

Rectangle Tables.....30in. x 72in.....26

Round Tables.....60in.....15

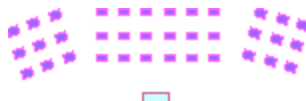
Chairs.....100

NO STAGE AVAILABLE

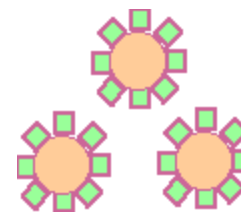
\* seating capacity may be less due to food stations and/or dance area



Classroom Style



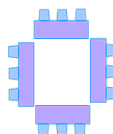
Theatre Style



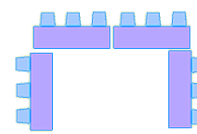
Banquet Style



Conference Style



Open Square Style



U - Shape Style