

# Richmond Community Center Room Rental Guidelines

- Recreation Programs has first priority in booking classes into the facility. Once programs are booked then Senior Organization have the next opportunity to book the rooms. Non-profits and Resident rentals will then have opportunities to book the facility thereafter. Please see schedule as to when the booking dates will be available.
- The Community Center may only be rented by City of Richmond residents/groups.
- Rentals are only permitted M-F from 5 pm-10 pm and on the weekends from 9 am-10 pm
- The facility is available without charge to City of Richmond based senior organizations and non-profit organizations for recreational, social, cultural and civic purposes.
- The rooms are not available for rental by religious services or partisan political rallies.
- The raising of funds or events in which money is exchanged is not permitted.
- Reservation deposit (\$50) is due at the time of booking for all groups. The deposit is non-refundable for cancellations.
- A completed rental agreement and reservation deposit must be received before the rental will be booked at the facility. The following must be submitted or confirmed one month prior to the rental:  
(1) Actual rental times (2) Actual number of guests attending (3) Balance of rental paid in full
- The Kitchen may not be rented by itself – either the full building or the large side of the facility must also be rented.

## **Rental Group Classifications**

### **Senior Organizations (No Charge)**

- Any City of Richmond Senior Based Organization/Group who's membership is comprised of a majority of seniors over the age of 55 years.

### **Non-Profit Organizations (No Charge)**

- City of Richmond based Non-Profit Corporations, Community/Civic Organizations, Fraternal Bodies, Educational Units or Government Entities that can prove non-profit status.

### **Resident Groups (Business/Public)**

- Any business or public group/individual that is located in the City of Richmond that is not classified as a non-profit.

## **Rental Priority and Schedule**

Recreation Programs have the first priority to book rooms three times a year in January, May, and September. Once the programs are in place then the rooms will open up for rentals.

Below is a schedule for reserving room rentals:

### **Month of Requested Rental**

January-April  
May-August  
September-December

### **Month to start taking Reservations**

October  
February  
June

### **Group Priority to Reserve Rentals**

Senior Organizations/Groups  
Non-Profit Organizations  
Resident Groups/Individuals

### **Date Reservations taken**

First Monday  
Third Monday  
Fifth Monday/first Monday of the next Month

# **Policies and Procedures for Community Center Room Rentals**

- Room Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservations will be secured.
- Reservation deposit is non-refundable for cancellations.
- Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed. If any dispute arises regarding the refund of the deposit, the parties agree to use the Resolution Center in Mount Clemens, Michigan, as the exclusive remedy for resolving the dispute.
- The following must be submitted or confirmed one month prior to the rental.
  - \* Rental times
  - \* Number of guests attending
  - \* Balance of rental paid in full
- Occupancy of the rental area later than stated on the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 10:00 pm.
- Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- Smoking is not permitted anywhere inside the building
- Renter is responsible of removal of their trash to the outside dumpsters.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Richmond, nor their employees can be held responsible for any item left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.
- Serving Alcohol requires a special permit and approval by City Council. Alcohol may not be served at functions that are honoring guests under 21 years of age.
- Decorations cannot be pinned, taped or otherwise affixed to the walls, ceilings, windows or tables. Please do not put any type of substances (baby powder, floor wax, or any other substance) on the floor to improve dancing. Use of candles is prohibited.
- All chairs and tables provided by the facility must remain in the room that is rented at all times.

- The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.
  
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Richmond Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.
  
- I/We \_\_\_\_\_ agree to defend, indemnify and hold harmless the City of Richmond, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Richmond by reason of any damage to 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 connected with the performance of this contract. By entering into this agreement, the City does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Richmond Community Center Room Rental Agreement

## Rental Information

Date Requested \_\_\_\_\_ Type of Activity \_\_\_\_\_

Rental Time (including set up/clean up) \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

Estimated Attendance \_\_\_\_\_ List reoccurring meeting dates \_\_\_\_\_

Room Requested:	\$50 Deposit required to reserve room	Resident	Non-Resident
<input type="checkbox"/> Full (Capacity 250, Seated Tables/Chairs up to 100)		\$50/hour	\$75/hour
<input type="checkbox"/> Large (Capacity 147, Seated Tables/Chairs up to 64)		\$30/hour	\$50/hour
<input type="checkbox"/> Small (Capacity 103, Seated Tables/Chairs up to 45)		\$20/hour	\$40/hour

Kitchen (Temp. Food License Required/ Macomb Health Dept) \$15 flat fee if renting room  
\$35/hour for use of kitchen only

Extra set up/clean up (Time per 15 minutes to set up and/or clean up room) \$7.50/15 Minutes

Specific Needs (table/chair arrangement) \_\_\_\_\_

\_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City/ZIP \_\_\_\_\_

Phone Day \_\_\_\_\_ Phone Evening \_\_\_\_\_

**I have received a copy of the rental policies and procedures and agree to the conditions listed.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**For Office Use Only:**

Staff Person taking reservation \_\_\_\_\_ Deposit Collected: \_\_\_\_\_ Cash/Check

Copy of application given to renter \_\_\_\_\_ Approved by Recreation Director \_\_\_\_\_

Rental Fee: (Rate x hours) \_\_\_\_\_ Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Cash /Check

Deposit Returned: Yes No Comments \_\_\_\_\_

\_\_\_\_\_