



FACILITY RENTAL APPLICATION

Recreation Park Community / Senior Center

1015 Congress Street
(Recreation Park)

(734) 483-5014

Monica Prince, Coordinator
734-945-4484 (cell for emergency only)
ypsiseniors@sbcglobal.net

Parkridge Community Center

591 Armstrong
(Corner of Armstrong and
Harriet)

(734) 483-7700

Rutherford Municipal Pool

975 Congress Street
(Recreation Park)
SEASONAL

(734) 482-4401

City of Ypsilanti
www.cityofypsilanti.com

APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ (day) _____ (evening)

E-mail: _____

Legal Entity: Corporation Unincorporated Association Joint Venture Partnership
 Single Person Other: _____

Name/Address of parent company: _____

Event Title: _____ Event Date: _____

Event Time: _____

FACILITY RENTAL INFORMATION

1. Facility Requested: Senior Center Parkridge Rutherford Pool

2. Date Requested: _____

3. Event Hours:

Set Up Hours: _____ Tear Down Hours: _____

Area of Rental

Parkridge: Gym Cafeteria Entire Building Other

Senior Center: Hall only Hall & Kitchen Reading Room

4. Use of premises: Meeting Reception Other: _____

5. Does your event include sound amplification?

No (go to #6) Yes (complete below)

Requested time permit is to be in force:

FROM: _____ am/pm TO: _____ am/pm

You must stop all noise at the time directed in the permit.
The permit may be revoked by any Police Officer if necessary.

Contact person

Name: _____

Phone: _____

6. Attendance and Seating Arrangements: Occupancy varies with seating layout. Safety codes permit 15 sq. ft. per person for table and chair seating, and 10 sq. ft. per person for chair seating only.

	<u>Number User Proposed</u>	<u>Maximum Approved</u>
Senior Center	_____	<u>125</u>
Rutherford Pool	_____	<u>25</u>
Parkridge	_____	<u>100</u>
TOTAL	_____	_____

7. Is this event open to the public or advertised publicly? No Yes
- If yes, you MUST submit a special event permit application at least 60 days in advance.

FACILITY REGULATIONS & FEES

1. The grant of a Rental Permit for the rented facility will be only for the use indicated above during the time limits indicated above and will grant no other right, title, or interest to the applicant. No rights shall be obtained by holding power over past the time limit above stated. Special arrangements may be made with the City for lessee to move equipment and property onto premises prior to rental period. The City assumes no liability for damage or loss of said property. Such prior occupancy may not be available due to weather conditions, conflicting building events, or scheduling difficulty.
2. Deadlines: Reservations will be accepted no more than 3 months in advance.
 - City will provide final application approval and rental confirmation upon receipt and approval of all required documentation and fees.
 - To hold a reservation, 50% of the rental fee is required with this facility rental application (*see Fees #3*).
 - The balance of the rental fee and the damage deposit must be paid a minimum of 14 days before the reservation date. Please make separate checks (rental fee and damage deposit) payable to "Ypsilanti Senior Center"
 - A 50% refund will be given for cancellations more than 10 days before reservation date; after 10 days, all rental fees are non-refundable.
 - Applicant must submit insurance certificates no later than two (2) weeks days prior to rental date (*see #9*).
3. Fees:
 - a. Cleaning, damage, and security deposit of \$200 (unless special event permit is required) is refundable if facility is returned to its original condition. Cleaning costs will be deducted from damage deposit if building premises are not cleaned as specified below. A minimum of \$55.00 per hour for employees to clean will be required if applicant fails to comply with clean up agreement.
 - Table cloths (*supplied by applicant*) are required on tables for food and beverage consumption.
 - All trash deposited in assigned dumpsters.
 - Sweep all floors, wipe all counters and tables, clean bathroom fixtures and floor.
 - See other requirements as listed in "Rental Clean List" agreement.
 - b. Facility Rental fee of \$50/hour (2 hour minimum) plus staff costs. Minimum rentals are as follows:
 - Sept 1 to April 30: 2 hours
 - May 1 to August 31: 4 hours
4. Applicant agrees that the use of the premises will be in accordance with all applicable state and federal statutes, City ordinances, and facility use policies and that applicant will return the property in the same condition as taken and not commit any damage, waste, or destruction to the premises.
5. The Rental Permit is not transferable or assignable.
6. The premises will be used only for the purposes indicated on this application.
7. The use of the premises will be in such a manner that no disturbance or nuisance shall be caused within the neighborhood. The applicant understands and agrees that in the event that any nuisance or disturbance is caused by the use of the premises by the applicant that the use may be terminated without notice in the sole discretion of the Ypsilanti Chief of Police or City Official. Any applicant and all other persons on the premises at that time may thereupon be put off the premises and the use permit will be void.
8. Insurance Requirements: The City of Ypsilanti uses the following criteria to determine whether or not to require the renter to obtain Public Liability and Property Damage Insurance:
 - The activity itself: Some activities such as displays of fireworks may be inherently dangerous. Fireworks have the potential to kill and maim. They are also very popular and draw large crowds. This increases the hazard. Other events such as small concerts or theatrical

performances are low hazard. Activities such as picnics, ice cream socials and dances pose only a moderate hazard and draw smaller crowds.

- The size of the event: The City of Ypsilanti must consider the facility size and resources compared to the size of the crowd it anticipates the event/rental will draw.
- Level of exposure to participants: The City of Ypsilanti must also consider the safety of participants and/or spectators. Events that include a moderate to high level of physical activity present a high level of hazard and therefore require an insurance certificate.

9. Insurance Coverage

- a. Public Liability and Property Damage Insurance certificate (Per Occurrence) \$500,000
- b. The applicant agrees, on behalf of the applicant, individual, and/or organization, to indemnify and hold harmless the City of Ypsilanti, its officers, agents, employees, officials, boards and commissions, from any such claim, demand, or cause of action that might arise on account of the use of the premises by the applicant or applicant's agent, but only as regards the actions or inaction and/or lack of due care by the applicant or agents.
- c. All insurance shall name the City of Ypsilanti as an additional insured. Said insurance shall be primary to the City of Ypsilanti.

10. Senior Center rentals must end no later than 11:00 p.m. (clean up is permitted until 12:00 midnight).

11. Parkridge rentals must end no later than 11:00 p.m. (clean up is permitted until 12:00 midnight)

12. Rutherford Pool rentals may only take place during non-regular program hours and must end no later than 11:00 PM. Rentals are subject to availability of certified lifeguard staff.

13. City facilities are not normally available for rental on City holidays. Center facilities are generally available 8am – 11pm seven days a week but subject to the availability of staff and volunteers to unlock and lock the building. The earlier you reserve the facility the more likely we will be able to accommodate your request.

14. The applicant agrees to obey all lawful rules and regulations of the Ypsilanti Fire Chief and any rules and regulations of insurance underwriters.

- a. Smoking or use of any open flame is not permitted in the facility, at any time or in any part of the facility. Violators of this regulation will be fined \$100.00. It is the responsibility of the applicant to ensure compliance with this regulation.
- b. All decorations or other materials used in the premises must be fireproof or of fire-retardant materials. If there is any damage caused by decorations (i.e. helium balloons) the applicant will be charged for actual cost of repair.
- c. Exit doors and signs shall not be covered, blocked from view, or obstructed in any way.

I certify that my rental of the facility is for a private function and is not open to the public as defined by the Special Event Permit Application. I have read and understand the information included in this application and I have the authority to sign on behalf of the applicant / organization:

Event Title: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

APPROVAL:

Facility Supervisor _____