

RESIDENT RENTAL PACK
Pleasant Ridge Community Center
Rules and Regulations
City of Pleasant Ridge Recreation Department
Four Ridge Road, Pleasant Ridge, MI. 48069
(248) 541-2902
(approved April 2015)

1) Application and fees: (See attached sheet for fee schedule)

An application may be submitted no earlier than one year from rental date.

Any person or organization holding an approved application will forfeit their deposit if the Recreation Office is not given proper notice to cancel at least ten (10) days prior to the scheduled date of use.

Payment in full of rental fees must be received by the department five (5) days before scheduled use of the building.

Toddler and Teen Rooms are NOT for rent . Toddler Room may be used with special permission of the Recreation Director as a play area for small children. The intent of this room is not for the serving of food and/or as a dining area. Items in this room shall not be disturbed nor shall they be moved out of their areas for any reason other than those established by the Director of Recreation.

Groups shall not use, remove or disturb any supplies, bulletin boards, Recreation Department property or other such items in or about the building.

Any group using the building must provide the supervision of a responsible adult, 21 years of age or older. Community Center hours will be from 9:00 A.M. to 10:00 P.M. daily. These hours will always be strictly adhered to.

The City of Pleasant Ridge Recreation Department is responsible for the operations of the Pleasant Ridge Community Center at Four Ridge Road. The Recreation Department reserves the right to refuse the use of the building to any person or organization that the department has reason to believe may cause damage to the Community Center or to the property of the City of Pleasant Ridge or is not in the best interests of the City of Pleasant Ridge.

The Recreation Department reserves the right to cancel or deny the use with due notice and to limit the frequency of building use by any group or organization if the department determines that the applicant has violated the rental policy or has denied other's fair use of the building.

The City of Pleasant Ridge reserves the right to cancel a rental at any time for misuse or violations of this rental agreement.

The City of Pleasant Ridge shall not be held responsible for any property loss, accidents or damages incurred by the person(s) or group using the building and is released from any and all such claims for damages of any nature.

2) Setup

The City of Pleasant Ridge Community Center is a self-serve, self set-up, self clean-up building. *Groups must arrange to do their own set-up of tables and chairs and must return them to their original places at the completion of the event. Setup and Clean up must be done within the time frame of the rental.*

The following equipment is included in your rental:

All kitchen equipment, should you rent the kitchen (with the exception of those items in the "Women's Club" cabinet and in the cabinets marked "Recreation Department")

Tables and chairs.

3) Clean-up

Removal of all material brought in. Removal of all decorations. The applicant is responsible for the general clean up of the building.

Tables and chairs must be wiped down and floors must be swept, mopped or vacuumed (if necessary) before you leave.

If the kitchen is used, it must be properly cleaned (floors, counters, appliances). Any dishes must be cleaned and put away. Take all garbage out to the dumpsters. No garbage is to be left in the building. All food, paper products, personal items brought in by the renter/user, must be removed (i.e. items in the refrigerator, sink, microwave, etc). Bathrooms must be checked and free of debris and paper before you leave.

4) Restrictions

The use of open flames is prohibited. Electrical decorations and extensions must be flame proof. UL approved material only. Decorations such as straw, leaves or streamers require special permission. No gambling permitted in the building. No smoking allowed in the building. The use of nails, tacks, staples or glue to fasten, hang or stick objects to any surface in or out of the building is prohibited.

Front entrance, exit doors, corridors and hallways must be free of obstructions at all times.

Maximum capacity numbers must be observed:

**Large Room - 120 with tables
 150 without tables**

**Small Room - 30 with tables
 45 without tables**

5) Deposit

A \$100.00 **CASH DEPOSIT** is required upon turning in your application for use of the building. A copy of your driver's license must be provided at time of deposit. The deposit covers the following.

- A) It holds your reservation for which you have applied.
 - B) The full cost of cleaning or repairs for damage to equipment or building during time of rental is your responsibility. The deposit will be applied toward any such costs.
 - C) The deposit covers additional cost should the custodians need to be called in.
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- Alcoholic beverage will not be permitted Monday-Friday 8:30 a.m. – 5:00 p.m., unless special permission granted by the Recreation Director.
 - Building Activities may be monitored by the Pleasant Ridge Police Department.
 - The deposit will be promptly returned to you upon a satisfactory report by the Building Supervisor to the Recreation Director.
 - Any questions should be forwarded to the Recreation Director at the Community Center, Four Ridge Road, Pleasant Ridge, MI 48069, (248) 542-7322, Fax (248) 546-2958.

Policy for the Use of Alcoholic Beverages

Use of Alcoholic Beverages **(RESIDENTS ONLY)**

Beer and Wine may be allowed on an approved basis. There will be an additional charge required if you plan on serving beer and wine

- A. Prohibited areas of use:** Consumption of all liquor is prohibited in parks, ball fields, or outside the Community Center Building.
- B. Activities deemed appropriate for use of alcohol:** Certain alcoholic beverages (containing 16% alcohol or less) will be allowed by special request for the following activities being held in the Recreation Center;
 - * Special City functions
 - * Annual luncheons/dinners by community groups
 - * Private family parties
- C. Hard liquor:** Beverages containing over 16% alcohol are not permitted in the recreation center.
- D. Approval:** must be granted by the Recreation Director for use of alcoholic beverages.
- E. Sales of beer/wine or tickets for the same are not permitted.**
- F. Minors:** All persons under the age of 21 years must observe the legal requirements of the State of Michigan for the consumption of alcoholic beverages. The individual making the reservation will be responsible for controlling the members of the group and for the compliance of all state and city ordinances.
- G. Removal of Containers:** All beverage containers must be removed from the City premises at the conclusion of the reservation period.
- H. Payment:** The appropriate fee must be paid prior to the rental date.
- I. Beer/Wine License:** State law may require one day beer/wine license, ask the Recreation Director for an application or call the State Liquor Control Commission.
- J. The City of Pleasant Ridge reserves the right to cancel a rental at any time for misuse or violations of this rental agreement or rules.**
- K. Monitoring:** The City of Pleasant Ridge reserves the right to monitor your rental with a police officer or a building supervisor.

PLEASANT RIDGE COMMUNITY CENTER RENTAL RATES
RESIDENT ONLY

Room Rental Rates

Resident Rates	as of May 1, 2015				
	4 hour block times		w/Beer and Wine		Each Additional Hour
Large room	\$	135.00	\$	275.00	\$ 40.00
Small Room	\$	100.00	\$	225.00	\$ 25.00
Kitchen	\$	55.00	\$	55.00	\$ 15.00

Large Room Examples	
4 Hour rental including the Large Room and Kitchen (no beer & Wine)	\$ 190.00
4 Hour rental including the Large Room and Kitchen (beer & Wine)	\$ 330.00
5 Hour rental including the Large Room and Kitchen (no beer & Wine)	\$ 245.00
5 Hour rental including the Large Room and Kitchen (beer & Wine)	\$ 400.00
6 Hour rental including the Large Room and Kitchen (no beer & Wine)	\$ 285.00
6 Hour rental including the Large Room and Kitchen (beer & Wine)	\$ 455.00

Small Room Examples	
4 Hour rental including the Small Room and Kitchen (no beer & Wine)	\$ 155.00
4 Hour rental including the Small Room and Kitchen (beer & Wine)	\$ 280.00
5 Hour rental including the Small Room and Kitchen (no beer & Wine)	\$ 195.00
5 Hour rental including the Small Room and Kitchen (beer & Wine)	\$ 320.00
6 Hour rental including the Small Room and Kitchen (no beer & Wine)	\$ 235.00
6 Hour rental including the Small Room and Kitchen (beer & Wine)	\$ 360.00

Only residents of the City of Pleasant Ridge are allowed to rent the Community Center.

Proof of residency may be requested.

Pleasant Ridge Community Center Rental Application
 Pleasant Ridge Recreation Department Four Ridge Road, Pleasant Ridge, MI 48069
Phone: 248-541-2902 Fax: 248-546-2958

Person Applying _____

Driver License # (must provide) _____

Organization (if applicable) _____

Title (if applicable) _____ Phone(day) _____ (night) _____

Address _____

City _____ Zip Code _____

Type of Activity _____

Date(s) Requested _____

Hours of Event _____ am pm to _____ am pm

Room Requested (circle appropriate rooms)				
Large	Room (33' x 54')	Small (20' x 38')	Room	Kitchen

Equipment Requested

of Banquet tables: 6' long _____ **Round tables** (only 12) _____
 (5' diameter)

of Chairs _____

Important. Please read the following carefully and sign.

On behalf of the above organization, or myself, I agree to assume the responsibility for any damages to or removal from the building, it's fixtures, equipment and appurtenances, belonging to the building. I understand that alcoholic beverages and smoking are not allowed in the facility (unless granted permission from the Recreation Director, for Residents Only) and I agree to comply with this rule.

I understand that set ups and clean ups are the responsibility of the renter/user and I also understand that the facility closes at 10:00 p.m. daily, and all clean ups need to be done prior to this time. I know that the \$100.00 deposit needs to be a separate payment from the actual room rental charge. Rental fee must be received from the renter at least five days before the rental date. The City of Pleasant Ridge will keep the \$100.00 deposit, if clean up is not done properly or if any damage has been done to the building or any of the building accessories.

Applicants Signature _____ **Date** _____

Fee: _____ (MUST BE CASH)	Approval Initials _____
Beer & Wine (RESIDENTS ONLY) YES NO	

Office use only : Deposit Amt (CASH) _____	Date Received _____	Deposit Returned _____
Payment Amt _____ MUST BE CASH	Date Due _____	Date Received _____