



No Smoking / No Alcohol Permitted

ACTIVE ADULT CENTER RENTAL APPLICATION

Madison Heights Department of Public Services/ Active Adult Center Division
29448 John R, Madison Heights, MI 48071 (248) 545-3464

FOR OFFICE USE ONLY

TAKEN BY: DATE:
Civic Private / RENTAL FEE:
SECURITY DEPOSIT: \$200.00 TOTAL FEE:
Cash Check ID# Driver License #

Date of Active Adult Center Rental Request Time To
Be sure to include Preparation Time and Clean up Time

Applicant Home Cell Business

Address City/Zip

E-mail

Name of Alternate Contact Person Phone Number of Alternate

Name of Organization/Company/Group

Address City/Zip

Purpose of Use Anticipated Attendance

Name of Designated Person Checking In and Out with Building Attendant
(First to arrive and Last to depart)

Refund Check Payable & Mailable To:

Remember to sign the last page of this application!

Upon making reservations: Cash or one (1) check is required, made payable to the City of Madison Heights. This check will be cashed. \$200 is used for a security deposit. If damage occurs during the rental, if any items are missing from the building, if furniture or tables and chairs are not put back in place, or if the building is not cleaned to its original condition, money will be subtracted to cover the cost of repairs. The full deposit will be forfeited if alcohol is in the building or on the property. The security deposit will also be used to cover rental time that exceeds the period for which the rental fee has been paid. Rental fee in the amount of \$50.00/hour with a 3-hour minimum for Madison Heights Residents and Businesses. (\$25.00/hour with a 3-hour minimum for Madison Heights civic groups, schools, and scout troops).

A copy of the Individuals Homeowner's Policy or Company's Liability Policy must be submitted with application prior to approval along with the fee and security deposit. In the event of extensive damage in excess of the security deposit amount, you and/or your organization will be required to pay the amount of damages within thirty (30) days, at which time any unpaid damages will be turned over to the insurance carrier. No future rentals, including rentals that have been scheduled, will be permitted until restitution is paid.

The undersigned hereby verifies that he/she:

- 1. Has the authority to sign this permit and is 21 years of age or older.
2. Has read all the rules and regulations of the City relative to the use of the building rental.
3. Will perform the necessary preparation work and clean up.

The undersigned further understands that failure to comply with all agreements herein stated or falsification of any information called for in this permit will be grounds for denial of this request and any future requests on behalf of the organization and/or individual signing this form.

Signature of Applicant: Today's Date:

For questions or to check room availability, call (248) 589-2294 or check the online room calendar at www.madison-heights.org.

**RULES AND REGULATIONS**

**ACTIVE ADULT CENTER FACILITY RENTAL**

1. Beginning July 1, 2008, rental of the facility is available only when the Center is not in use for regular City activities.
2. The Center's capacity is 175 for a sit down dinner and no more than 200 permitted by the fire code.
3. In case of cancellation of the event prior to 7 days, a full refund will be issued. In case of cancellation within 7 days, 50% of the rental fee will be returned along with 100% of the security deposit.
4. Registrations will be accepted on a first-come, first served basis. Full payment for rental use must be made at the Department of Public Services, 300 W. 13 Mile Road, upon registration. All checks must be made payable to the City of Madison Heights. Registrations must be made at least seven (7) days in advance.
5. If damage is done to the building; such as carpet stains, tables broken or missing items, if any items are missing from the building, if furniture or tables and chairs are not put back in place, or if the building is not cleaned to its original condition etc., money will be deducted from the \$200 security deposit and the balance will be returned. Groups will be billed within one week after the use of the building if there are any damages that exceed the \$200 security deposit. All or part of the security deposit will be used to cover rental time that exceeds the period for which the rental fee has been paid, and the security deposit will also be forfeited if alcohol is in the building or on the property.
6. The City of Madison Heights assumes no responsibility for any accidents.
7. All groups must observe the following Fire Regulations:
  - a. The use of open flames is forbidden (except for the use of sternos for keeping food warm).
  - b. No fog-smoke machines or anything else that may cause a false alarm fire run.
    - i. Forfeit of \$200 security deposit and possibly an additional fee charged by the Madison Heights Fire Department for breaking fire regulations.
  - c. Electrical extensions and decorations must be flame proof.
  - d. Maximum capacity of the building is 200 people.
8. Political promotions (e.g. fundraisers) are prohibited within the building.
9. Pets are prohibited in the building.
10. Any form of gambling or game of chance is prohibited in the building, unless a permit is issued by the State Lottery Commission and the City of Madison Heights approves it.
11. The applicant is responsible for the preparation and clean up of the building and parking lot. The building must be left in the same condition as it was found. Garbage bags are available at the Center.

Renters must:

  - a. Clear and wipe clean all tables.
  - b. Remove all materials/decorations and properly dispose of.
  - c. **NO TAPING OF DECORATIONS TO ANY WALLS OR ANY WALL HANGINGS.**
  - d. **DO NOT REMOVE WALL HANGINGS OR ANY OTHER DECORATIONS THAT ARE HUNG AT THE CENTER.**
  - e. Empty all wastebaskets and take to dumpster.
  - f. Vacuum carpeted area (vacuum provided)
  - g. Sweep the tile floors.
  - h. Spot clean bathrooms and kitchen to return to original condition.
  - i. Be sure that parking lot is left free of papers, bottles, cans, etc.
12. Charges or donations may be collected for defraying the cost, but in no circumstance will discriminatory practices be tolerated.
13. The City's building attendant is the person in charge. He or she will be on duty at all times and will be the last person to leave the building.
14. Activities shall be completed by 11:00 p.m.
15. 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 activities. The building attendant will have a checklist to go over with the renter upon arriving and will be gone over again just before the building is vacated with the same person. The building must be left like it was found: cleaned, vacuumed, swept, tables wiped, trash taken out, etc. (Groups must return tables and chairs to their original places).
16. Fee Schedule:
  - a. Madison Heights Residents and Businesses: \$50.00/hour with a minimum of 3 hours, plus \$200 security deposit.
  - b. Madison Heights Schools, Madison Heights Scout Troops (not individuals), and approved Madison Heights Civic Groups (see list below): \$25.00/hour with minimum of 3 hours, plus \$200 security deposit.

**MADISON HEIGHTS CIVIC GROUPS**

- |   |  |
|---|--|
| Madison Heights Community Roundtable      | Madison Heights Kiwanis                        |
| Madison Heights Eagles                    | Madison Heights Lions Club                     |
| Madison Heights Community Coalition       | Madison Heights Little League Baseball         |
| Friends of Madison Heights Library        | Madison Heights Little League Football         |
| Friends of Madison Heights Youth          | Madison Heights/Hazel Park Chamber of Commerce |
| Gateway Counseling Center                 | Madison Heights Optimists                      |
| Madison Heights Goodfellows               | Madison Heights Rotary Club                    |
| Madison Heights Knights of Columbus       | Madison Heights V.F.W.                         |
| Madison Heights Historical Commission     | Madison Heights Youth Assistance               |
| Madison Heights Intermediate Women's Club | Madison Heights Youth Soccer Association       |
| Madison Heights Jaycee's                  |  |

17. The City reserves the right to use its discretion to deny any applicant rental of the facility based on the type of activity; and to withhold all or part of the security deposit if alcohol is in the building or on the property, damage is discovered, if any items are missing from the building, if furniture or tables and chairs are not put back in place, if the building is not cleaned to its original condition, or other rules have been violated.
18. Renters found to have violated these Rules and Regulations, to have paid with an "NSF" check or to have falsified information on their application, may be deemed ineligible for future rentals, at the City's sole discretion.
19. Kitchen Use:
  - a. There is a kitchen refrigerator with limited space that is available to use and a conventional type gas stove/oven that is available as well. The dish machine, convection oven, braising pan, pot/pans, and utensils are **NOT** available to use.
  - b. **The kitchen shall be used for food warming only – No "scratch cooking".**
20. **SMOKING IS PROHIBITED IN THE ACTIVE ADULT CENTER.**
21. The Center can provide upon final payment:
  - 1-Microphone, 1-Podium, Garbage Bags
  - Vacuum, Dust Pan and Broom, Bucket with Soap and two Disposable Dish Rags
  - 26 -60" Round tables with approximately 150 chairs (suggested 72" round table cloths)
  - 5 – 8' Banquet Tables (8' x 30")

**All other items must be provided by the renters, such as: Serving Spoons, Can Openers, Trays, Pots, Pans, Salt/Pepper, Dishes, and Additional Clean up supplies, etc.**
22. **ALCOHOL IS PROHIBITED IN THE ACTIVE ADULT CENTER.**
23. Dining Room only is available for rental. Rooms A, B, C, D, E, and all offices are not permitted to be used during rental.
24. Children must be supervised closely by adults and not the building attendant.

**IN CASE OF EMERGENCY CALL:**

Madison Heights Police..... 248-585-2100

**INDEMNIFICATION AGREEMENT**

1. The applicant will indemnify the City of Madison Heights, defend and save it harmless from and against any and all claims, actions, damages, liability, and expense, including attorney's fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by the applicant of the premises or any part thereof or any other parts of the City's property, occasioned wholly or in part by an act or omission of the applicant, its agents, contractors, or employees.
2. Insurance is required in accordance with the uniform insurance requirements, a copy of which is available at the Recreation Office. The policy must be reviewed and accepted by the City Attorney and Risk Manager prior the date of the activity.

I have read the attached policies and understand them thoroughly. I further state that I have the authority to sign this application for the above named organization.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

(Updated: 03/18/2008)