

NON-RESIDENT RENTAL PACK
Pleasant Ridge Community Center
Rules and Regulations

City of Pleasant Ridge Recreation Department
Four Ridge Road, Pleasant Ridge, MI. 48069
(248) 542-7322

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 five (5) 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.

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 8:30 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.

Alcoholic Beverages are prohibited.

Maximum capacity numbers must be observed:

**Large Room - 140 with tables
 175 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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- 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.

NON-RESIDENT RATES

	4 hour block times	Each Additional Hour
Large	\$175.00	\$40.00
Small	\$100.00	\$30.00
Kitchen	\$50.00	\$20.00

Non-Resident Weekend Rental - Using the entire Community Center all weekend. Maximum rental from Friday 5:00 P.M.-10:00 p.m. and Saturday and Sunday from 9:00 a.m. to 10:00 p.m. Sunday is \$750.00.

No Smoking, Beer, Wine or alcohol allowed on the premises before, during or after event.