

**CITY OF CROSWELL**  
**COMMUNITY CENTER**

Revised July 21, 2010

**POLICY:**

It shall be the policy of the City of Croswell to seek maximum use of this facility by the community while operating said facility in a business- like manner.

I. **Priorities for Use**

The priorities for use of the facility buildings and grounds shall be as follows:

- A. City Council Meetings and other city meetings and functions.
- B. Local public organizations (student groups, Boosters, P.T.A., Scouts, Etc.).
- C. Other individuals or organizations located in the community.
- D. Organizations for individuals from outside the community.
- E. Private parties.

II. **Application for Use of Facilities**

Application to use the facility must be scheduled and approved at least one week in advance. Failure to do so may result in the denial of the request. Applications and scheduling to be made at City Hall.

III. **Legal Requirements**

The organization or group of citizens applying for the use of properties shall be responsible for any damage done over and above ordinary wear, and shall, if required, pay for damages as may be determined by the City Council.

IV. **Authority to Deny**

The City Council reserves the right to deny the use of the facility to any organizations without cause.

## **RULES AND REGULATIONS:**

Building and facility use will be governed by policy set by the Croswell City Council, and administered on a day-to-day basis according to the following Rules and Regulations.

### **I. Conditions of Use**

#### **A. Time Limit**

Community Center is available at 9:00 a.m. and must be cleaned and vacated by 1:00 a.m.

For a \$25.00 fee you may enter the Community Center after 7:00 p.m. the day before ONLY if it is available and if the fee is paid. This reservation can only be made during the week of the event.

#### **B. Use of Furniture and Fixtures**

Use of equipment, furniture and fixtures common to the operation of the building and grounds will be granted for use to the sponsoring organization and will be included in such approval of facility use provided such use is requested in advance.

#### **C. Cancellation**

See Fee Schedule

#### **D. Nontransferable Permits**

Dates for building use are not transferable and must be used only by the sponsoring group receiving the authorization. Payments must be made at the time of reservation.

#### **E. Food and Beverages**

The consumption of food and beverages shall be allowed only in designated areas.

#### **F. Equipment**

1. Equipment requested for use by the sponsoring group shall be operated only by a qualified operator.
2. Sponsoring groups are not permitted to move equipment without proper authorization into the facility.

**G. Flammable Materials**

Flammable or combustible materials shall not be used in any area not properly designed for such use.

**H. Fire Regulations**

All regulations of the State Fire Marshall and the City Fire Department must be strictly followed.

**I. Alterations and Posting**

No alterations shall be made to the facility nor shall any items be placed on walls, floors, or other places in the building without proper authorization.

**J. Decorations**

Seasonal Decorations that are in place at the Community Center are not to be moved from their location.

Party Decorations are limited to items rented to lease by the City of Croswell or:

- Floral Arrangements
- Weighted helium balloons
- Table & Chair covers
- Candles/holders

The following decorations are NOT ALLOWED:

- Tape
- Confetti
- Streamers
- Crepe Paper (including poppers)
- Nails
- Pins or tacks
- String lights
- This also includes any other items attached to the walls, molding, or lights by any other means.

Your security deposit will be forfeited if these items are found to be used

**K. Sponsor Property**

The City will not assume liability for property of the sponsoring group left in or on grounds or facility.

**L. Disorderly Conduct**

Disorderly conduct of any kind will result in the calling of the police, immediate removal, and the loss of future facility privileges.

**M. No Smoking**

The Crosswell Community Center is designated a non-smoking facility.

**II. Use of Food Preparation Areas**

Food preparation is limited to reheating only. On site preparation is prohibited.

**III. Supervision**

A. Each group requesting the use of the facility must indicate an individual who will serve in a supervisory capacity during the use of the facility.

B. Supervisors are responsible for the enforcement of all rules and regulations regarding the use of the facility.

**IV. Insurance and Liability of Users**

A. Each sponsoring group must assume liability for damage to property, grounds, and equipment and shall reimburse the City for such damages.

B. Groups renting the facility will be required to furnish a certificate of home owners' insurance which includes host liquor liability coverage. Minimum \$100,000.

**V. Miscellaneous**

A. All requests for use of facility are to be initiated at City Hall.

B. No reservation shall be valid until the rental agreement has been signed by the authorized representative of the rental group and a City Official and the fees are paid.

C. The City Council or its representatives shall have free access to all rooms and activities at all times.

D. All facilities used by the applicant will be examined carefully after use; the applicant shall make or arrange to make restitution promptly for any loss or damage occurring during the applicant's use of said facilities. The Building Custodian will inform the City Administrator or City Council of any damage caused during the time the facility was in use.

- E. Access to facilities and equipment will be limited to the specific request, in writing, on the application.
- F. Areas are assigned to the group making the reservation. Doubling up or inviting other groups to use the area simultaneously is prohibited.
- G. All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of the building, cleaning, vacating promptly, and enforcement of all stated regulations and policies.
- H. The Building Custodian may enforce any additional regulations which may be deemed necessary to protect property, promote safety, or expedite rental procedures in specific cases.
- I. The key to the Community Center can be picked up at City Hall and returned at City Hall after use. After hours drop box in front door.

Rules and Regulations Acknowledged.

**COMMUNITY CENTER APPLICATION**

Date Requested \_\_\_\_\_

Type of Activity \_\_\_\_\_

Rental Fee \_\_\_\_\_

Set Up Fee & Date \_\_\_\_\_  
(can only reserve the week of the event)

Proof of Insurance  
Attached \_\_\_\_\_

Person in Charge \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

I have received a copy of the Community Center Facility Use Policy and agree to the terms and conditions as stated.

\_\_\_\_\_  
Rentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representatives

\_\_\_\_\_  
Date

Community Center Fee Schedule - revised 9/15/2014

Fees shall be paid at the time of booking and are as follows:

Week Days: Monday-Thursday	City Resident \$30.00 Fee/\$30.00 Security Deposit Non-resident \$35.00 Fee/\$35.00 Security Deposit
Weekends: Friday-Sunday	City Resident \$120.00 Fee/\$120.00 Security Deposit Non-resident \$145.00 Fee/\$145.00 Security Deposit
Weddings	City Resident \$245.00 Fee/\$245.00 Security Deposit Non-resident \$295.00 Fee/\$295.00 Security Deposit

**Cancellations:** For week day rentals the cancellation period is 7 days and for weekend rentals the cancellation period is 14 days. Those wishing to cancel prior to the designated cancellation period shall receive a full refund. After the cancellation period there will be no refunds.

**Non-profit organizations** shall post a \$30.00 deposit for a one day event and a \$120.00 deposit for a season. It can be in the form of a check that will not be cashed until the building is inspected after use.

In the event that the building is being used for more than one day, it will be inspected when it is cleaned after each use and the cleaning person will note any problems. She will notify the City immediately if there are any issues. She will notify the office immediately if there are any charges that should be posted against the deposit.

**For profit organizations** shall pay the applicable rates. If they are going to be using the community center on a weekly basis they shall pay a \$100.00 security deposit for the season and the check will be held, un-cashed until the end of their commitment.

**City Employees** these rates apply to active City Employees:

Week Day: Monday-Thursday	\$25.00
Weekends: Friday-Sunday	\$25.00 – 1 <sup>st</sup> time for the year \$75.00 – 2 <sup>nd</sup> time \$100.00 – thereafter for the year

The exception is weddings. A \$100.00 security deposit shall be posted.

**ALL DEPOSITS SHALL BE HELD UNTIL THE KEYS ARE RETURNED AND THE BUILDING IS INSPECTED BY THE CLEANING PERSONAL AND HAS SIGNED THE RELEASE OF DEPOSIT.**