



Parks & Recreation
 2400 Robina
 Berkley, MI 48072
 248-658-3470
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

COMMUNITY CENTER – ROOM RESERVATION

ORGANIZATION AND/OR EVENT _____ APPROX. # EXPECTED _____

CONTACT NAME _____ PHONE _____

ADDRESS _____ CITY _____ ZIP CODE _____

EMAIL _____

ALTERNATE CONTACT NAME _____ PHONE _____

DATES REQUESTED

JANUARY _____	JULY _____
FEBRUARY _____	AUGUST _____
MARCH _____	SEPTEMBER _____
APRIL _____	OCTOBER _____
MAY _____	NOVEMBER _____
JUNE _____	DECEMBER _____

TIME REQUESTED

**NOTE: SET-UP AND TAKE DOWN TIME MUST BE INCLUDED AS PART OF YOUR RENTAL TIME.*

TIME: _____

PLEASE CHECK ROOM DESIRED:

___ SMALL MEETING ROOM (APPROX. 15)	___ SR. ANNEX (Carpeted) (APPROX. 40)
___ LARGE MEETING ROOM (APPROX. 30)	___ SR. ADDITION (APPROX. 30)
___ MULTI-PURPOSE ROOM (APPROX. 200)	

EQUIPMENT & FACILITIES REQUESTED - ___ KITCHEN ___ MICROPHONE

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

APPROVED _____ REJECTED _____ DATE _____

First 3 Hours: \$ _____
 Additional Hours: _____
 Cleaning Fee _____
 Subtotal _____
 Deduct \$20.00 Deposit _____
THIS DEPOSIT IS NON-REFUNDABLE
 Total Balance Due \$ _____

The balance is due two weeks prior to the scheduled event. Also due at that time, is a \$200 Security Deposit made out to the "City of Berkley" in the form of a separate check.

Balance Due: _____

 Renter's Signature

 Date



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COMMUNITY CENTER – RENTAL POLICIES

1. The City of Berkley Parks and Recreation Department is responsible for the operation of the Berkley Community Center. 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 of the City of Berkley.
2. The Parks and Recreation Department reserves the right to cancel or deny use with or without 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 to others fair use of the building.
3. The City of Berkley 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.
4. All groups must follow the following fire regulations:
 - a. The use of open flames are forbidden.
 - b. Electrical decorations and extensions must be flamed proofed and U.L. approved.
 - c. Decorations such as straw, leaves, excelsior or streamers require special permission.
 - d. Exits, corridors and hallways must be free of obstructions at all times.
5. Smoking is prohibited in the building.
6. Any group using the building must provide the supervision of a responsible adult, 21 years of age or older.
7. The use of alcoholic beverages in the Community Center is prohibited.
8. Pets are not allowed in the building except those leading the blind, and by special permission.
9. Gambling or solicitation of funds is prohibited in the building.
10. **Balloons are permitted, but must be securely tied. There is a \$20.00 charge for balloons which must be retrieved from the ceiling.**
11. The sale of products of services by commercial enterprise is not permitted.
12. Religious promotions are prohibited on the premises.
13. 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. Rental fee must include time needed for set-up, take-down and clean up.
14. The applicant is responsible for the general clean-up of the building:
 - a. Removal of all material brought in, including all decorations.
 - b. Tables, chairs and floors must be left clean. Proper clean-up of kitchen if used is required.
 - c. Groups will lose part of, or all, of their security deposit for any damages or improper clean-up of the building.
15. Community Center hours will be from 8:30 am to 10:00 pm throughout the week. These hours will stay in effect unless special permission has been granted by the Recreation Department.
16. An application must be submitted to the Parks and Recreation Office at least 30 days in advance of the requested date of use. The Department cannot guarantee that action will be taken on an application submitted after this time.
17. A non-refundable deposit fee of \$20.00 will be required at the time rental application is submitted. The balance is due fourteen days prior to date along with a \$200.00 security deposit **in the form of a check.**
18. Refunds requested less than 14 days prior to date of event will be charged 50% of the rental fee.
19. **Persons will be charged for time they are present which exceeds their original designated time. The amount will be in relation to how long past the reserved time a group stays. This includes any extra clean up time not previously taken into account.**
20. Rental fees from regular meetings shall be waived for civic organizations and community service organizations located within the City of Berkley. A donation from these groups as in the past will be deeply appreciated in order for us to cover our cost from keeping the Community Center open.
21. Rental fees will be divided into two categories: Resident and Non-Resident. A resident is anyone who lives, owns property, or owns a business in the City of Berkley. All others who fail to meet these requirements will be considered non-residents.



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CITY OF BERKLEY, MICHIGAN COMMUNITY CENTER – RENTAL FEES

**Three hour rentals*

Monday – Friday

8:30 am – 5:00 pm

	Resident	Non-Resident
Senior Addition/ Small Meeting Room	\$100	\$200
Senior Annex/Large Meeting Room	\$125	\$225
Multi-Purpose Room	\$150	\$250

Monday – Thursday

5:00 – 10:00 pm

	Resident	Non-Resident
Senior Addition/ Small Meeting Room	\$125	\$225
Senior Annex/Large Meeting Room	\$150	\$250
Multi-Purpose Room	\$175	\$275

Friday

5:00 – 10:00 pm

Saturday – Sunday

8:00 am – 10:00 pm

	Resident	Non-Resident
Senior Addition/ Small Meeting Room	\$125	\$225
Senior Annex/Large Meeting Room	\$175	\$275
Multi-Purpose Room	\$225	\$325

****Additional Hours will cost \$50 per hour****

NOTE: Set-Up and Clean-Up time must be included as part of your rental agreement

All fees including a \$200 security deposit in the form of a separate check is due two weeks prior to the event. Security deposit will be returned or destroyed following the rental upon department review of facility and no damage is found.

To hold a specific date and time, a non-refundable \$20 deposit needs to be paid when room reservation form is filled out.