



**CITY OF BERKLEY  
PARKS AND RECREATION DEPARTMENT  
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 or 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 persons(s) or group using the building, and is released from any and all such claims for damages of any nature.
4. All groups must observe the following fire regulations:
  - a. The use of open flames is forbidden.
  - b. Electrical decorations and extensions must be flame 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
  - e. Capacities: Persons may never stand in the aisles or exits. Maximum capacity numbers must be observed.
5. The use of alcoholic beverages in the Community Center is prohibited.
6. Pets are not allowed in the building except those leading the blind, and by special permission.
7. Gambling or solicitation of funds is prohibited in the building.
8. The sale of products or services by commercial enterprise is not permitted.
9. Religious promotions are prohibited on the premises.
10. Any group using the building must provide the supervision of a responsible adult, 21 years of age or older.
11. 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.

12. The applicant is responsible for the general clean-up of the building:
  - a. Removal of all material brought in.
  - b. Removal of all decorations.
  - c. Tables, chairs, and floors must be left clean.
  - d. Proper clean-up of kitchen if used.
13. Community Center hours will be from 8:30 A.M. to 10:00 P.M. weekdays, and from 8:00 A.M. to 11:00 P.M. on the weekends. These hours will stay in effect unless special permission has been granted by the Recreation Department.
14. 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.
15. 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 of event along with a \$200.00 security deposit.
16. Refunds requested less than 14 days prior to date of event will be charged 50% of the rental fee.
17. Groups will lose part of or all of their security deposit for any damages or improper clean-up of the building.
18. Rental fees for 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 for keeping the Community Center open.
19. 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.
20. Smoking in the building is prohibited, except in the multi-purpose room. If your group smokes, the smokeaters must be running in the multi-purpose room at all times.
21. The undersigned hereby states that he or she has read the attached policies and procedures of the Department of Parks and Recreation and agrees to fulfill these policies.

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Signature of Applicant (Must be age 18 or older)

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Date