

“BUILDING USE APPLICATION”
ROMULUS SENIOR CENTER
MEETING/BANQUET ROOMS

Name/ ORGANIZATION _____

ADDRESS _____

Phone/Home _____ Phone/Other _____

Secondary Contact Person _____

Phone _____

DATE OF USE _____ Rental Times _____

Purpose of Function _____

FACILITY REQUESTED:

- | | |
|------------------------------------|---|
| _____ Conference Room | _____ Banquet Room 1 & 2 (capacity 100) |
| _____ Banquet Room 1 (capacity 50) | _____ Banquet Room 3/Tiled (capacity 140) |
| _____ Banquet Room 2 (capacity 50) | _____ Kitchen |

SPECIAL REQUESTS:

- _____ Round Tables (Number _____)
- _____ Rectangular Tables (Number _____)
- _____ Chairs (Number _____)
- _____ Projector & Screen (EXTRA CHARGE- \$50)
- _____ Microphone & Speakers/Stand (EXTRA CHARGE- \$25)

Miscellaneous Notes / Caterer Information & license number:

Renter's Signature

Date

Print Name: _____

RATES

**Full payment is due 90 days prior to your event and we can only accept cash payments.*

Room Capacity	Day of Week	Duration	Resident	Non-Resident	Security Deposit	Kitchen Use	*Alcohol Use Fee
*20(Conference)	Mon-Fri	1 hr - * <i>Between 8:30 am & 4:30pm only.</i>	\$ 25	\$ 25	\$ 50	\$ 100	
50 (Room A)	Sun - Sat	5hrs + 2 set-up cleaning	\$ 260	\$ 360	\$ 100	\$ 100	\$ 100
50 (Room B)	Sun - Sat	5hrs + 2 set-up cleaning	\$ 260	\$ 360	\$ 100	\$ 100	\$ 100
100 (Room AB)	Sun - Sat	6hrs + 2 set-up cleaning	\$ 350	\$ 450	\$ 100	\$ 100	\$ 100
120 (Room C)	Sun - Sat	6hrs + 2 set-up cleaning	\$ 375	\$ 475	\$ 100	\$ 100	\$ 100
*20(Conference)	Sun - Sat	1 hr - * <i>Between 8:30 am & 4:30pm only.</i>	\$ 50	\$ 50	\$ 50	\$ 50	N/A

EXTRAS: Projector & Screen \$50 / Microphone & Speakers/Podium \$25

**Proof of residency will be required for the reduced rates. *NO alcoholic beverages outside of rented room and NO alcoholic beverages shall be served after midnight.*

Renting the conference room during work hours min of 4 hours Monday thr Friday. During the weekend min of 8 hours.

CANCELLATION POLICY

Security Deposit and Rental Fees are fully refundable if event is cancelled more than 90 days prior to your event.

- \$50 of Security Deposit will be kept by the City of Romulus if event is cancelled between 90 and 60 days prior to the event.
- \$75 of Security Deposit will be kept by the City of Romulus if event is cancelled between 60 and 30 days prior to the event.
- If event is cancelled within 40 days of scheduled date there will be no refunds.

PRIORITY USE OF CITY FACILITIES

The City of Romulus, in an effort to cooperate with and to encourage all civic groups who work for the welfare of the residents of the City of Romulus, has formulated the following policies to clarify the use of the City's building. The policies are listed according to priority – no fees are listed.

1. All Romulus sponsored senior citizen activities will have priority over all other clubs, groups or organizations in the City of Romulus.
2. Activities sponsored by the other City of Romulus departments.
3. Resident Civic groups or organizations for special functions.
4. All private uses such as showers, weddings, parties, etc. (Proof of residency is required for reduced rates.)

SECURITY DEPOSIT

A cash security deposit is required at the time of the rental of our City's facility and is returned to the group/individual once it is determined that the building was left in good condition and vacated at the time agreed upon. Please keep in mind that the processing of the City refund check may take up to 3 weeks.

We are pleased to have you use our facility. In order to maintain this facility as a clean and attractive place, we need your cooperation regarding the following rules and regulations:

- Based on availability, the facility may be rented from Sunday through Thursday until 10:00 p.m. and on Friday and Saturday until 12:00 a.m. **NO EXTENSIONS WILL BE ALLOWED.**
- Weekend rentals cannot begin before 10:00 a.m.
- No early arrivals will be allowed to enter the premises.
- Premises **MUST** be vacated at the specified time agreed upon or your security deposit is forfeited.
- Groups will set up their own equipment, tables, chairs, etc. and are responsible for returning the equipment moved back to its original position at the end of program, unless arrangements are made with Senior Center.
- A building attendant will be on site during your entire visit to our facility. The building attendant will inspect the building with you before and at the end of your visit. All groups are responsible for damages and losses occurred during stay.
- No smoking will be allowed in the building at any time and smoking outside will be permitted in designated areas only. This is due to State and Federal Air-Quality Acts.
- Alcoholic beverages will be allowed in the building; however the client has total responsibility and liability of damage, accidents, etc.
- No thumbtacks push pins, staplers, nails or adhesives of any kind may be used to affix anything to the walls, floors, windows, ceilings or doors.
- Glitter, confetti or other similar substances may not be used.
- Beverages that contain red food coloring may not be served.
- Parking will be confined to designated parking area only.
- The City of Romulus may control music volume if necessary.
- Light fixtures, plumbing fixtures, etc. are never to be removed or tampered with.
- Emergency exits and fire lanes must be kept clear, both and outdoors.
- No person under the age of 18 may be left unsupervised in the facility. Adult supervision is required at all times.
- Renter is responsible for bringing in and removing all personal items during their arranged rental period. **If you fail to leave at the agreed upon time, your security deposit will be forfeited.** Any items left behind will be discarded.
- No candles permitted without a globe surround.
- All trash items must be bagged and tied closed and placed in the dumpster at the east end of parking area.
- Activities allowed on the premise are limited to family oriented events. No adult entertainment, bachelor or bachelorette parties are permitted.
- Any and all damage to the facility during rental time will be the responsibility of the renter as signed below.
- Individuals and groups using this facility shall abide by all local, state and federal ordinances, laws and statutes. Violations will include forfeiture of deposit, prosecution and prevention of future use of City of Romulus facilities.

I (we) hereby release the City of Romulus, its employees and agents, from any responsibility whatsoever for any personal injuries, damages, use of photographs or loss of equipment resulting from and/or arising out of such use, and I (we) specifically agree to that this release and hold harmless shall apply to any and all claims or damages arising out of consumption or use of **ALCOHOL BEVERAGES**.

I (we) have further read the policies and rules governing the use of the facility and agree that we will abide by all rules and policies established for the facility's use. We agree also that our group will leave the facility in good condition. It is also understood that all setting up of equipment, taking down and cleaning will be our group's responsibility before leaving the building, unless other arrangements have been made.

Signature: _____ Date: _____

Print Name: _____

Romulus Senior Center
Facility Inspection Checklist

Name/Organization: _____

Meeting Date: _____

Meeting/Banquet Room: _____

___ Trash bagged, tied closed and placed in dumpster

___ Personal items removed from building.

___ Decorations removed.

___ Floors left without damage, debris or stains.

___ Walls, windows, doors left without damage.

Kitchen:

___ Counters cleared and wiped.

___ Fixtures wiped and cleaned.

___ Garbage disposal emptied and in good working order.

___ Food removed and refrigerator wiped.

___ Stove/oven wiped and cleaned.

___ Floor swept.

Restrooms:

___ Toilets flushed and in good working order.

___ Counters/sinks clean of debris.

This checklist is intended to be a guideline in letting you know what we expect from you, our renter. It is not an exclusive listing of possible damage that could occur.