



# COMMUNITY CENTER ROOM RESERVATION FORM

City of Troy Recreation Department

3179 Livernois, Troy, MI 48083

Telephone: 248.524.3484 Fax: 248.689.6497

www.troymi.gov/ParksRec

Reservation # \_\_\_\_\_

Guest/Organization Name: \_\_\_\_\_ Representative: \_\_\_\_\_

HOME OR  BUSINESS

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Note: You will be billed from time of setup through departure. Refer to Facility Rental Information for any additional staffing fees that may apply.

Event Head Count: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

### Non-Profit Groups

Does Group have 501c3 Non-profit status: Yes \_\_\_\_\_ No \_\_\_\_\_ Represented by a Troy Resident: Yes \_\_\_\_\_ No \_\_\_\_\_ Is Event Open to Public: Yes \_\_\_\_\_ No \_\_\_\_\_

Non-profit groups must supply proof of Non-profit status.

There is no charge for Audio Visual Items except telephone line, direct internet connection and copies.

Please check all applicable boxes in each section below.

### Additional Items:

- TV (32")/VCR/DVD \$20
- TV (50")/DVD \$30
- White Board \$10
- Podium (Table Top or Full) \$10
- Cassette/CD Player \$10
- Computer Projector \$50
- Projector Screen N/C
- Microphone (Lapel or Handheld) \$10
- Easel or Easel w/ Flip Chart \$10
- Telephone Line \$25
- Table Linen-White (Qty \_\_\_\_\_) \$4.50
- Napkin-White (Qty \_\_\_\_\_) \$3.00

Wireless Internet Service is available throughout the Community Center at no extra charge.

### Room Setup:

- Theatre (chairs with head table)
- Oval Tables
- School Room (with head table)
- U-Shape
- Conference
- Hollow Square
- Card Table
- Other \_\_\_\_\_

### Table Dimensions:

- Oval: 6' x 5' seats 8
- Seminar: 8' x 18" seats 4
- Rectangle: 8' x 30" seats 4
- 12' x 30" seats 6
- Card: 3' x 3' seats 4

### Food Service:

- Beverages/Snacks
- Breakfast
- Lunch
- Dinner
- No Food/Beverages

### Food Provider:

- Encore! Catering\*
- Outside Caterer
- Carry In

\*Room rental discounts may apply for using Encore! Catering. Refer to Food Policy for more information. No alcohol allowed on premises.

### IMPORTANT INFORMATION

Room requests must be received two weeks in advance of meeting. Final room payment is expected 10 days prior to the event and credit cards will be billed unless other arrangements have been made. A \$30 (\$60 for rooms 304/305) non-refundable deposit per room is due with application before a room reservation can be processed payable in cash, check, Visa or MasterCard. Please make checks payable to City of Troy.

CREDIT CARD NUMBER (required): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The credit card listed above will be used to pay for all charges, damages, incidentals, and additional charges associated with this room reservation.

### LIABILITY WAIVER/INDEMNIFICATION AGREEMENT

I have received, read, understand and agree to comply with the City of Troy Community Center's rules and regulations on the use of meeting rooms. I hereby fully release and discharge the City of Troy Parks and Recreation Department, Community Center, the City of Troy, its officers, agents and employees from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting in the City of Troy Community Center. I further agree to indemnify and hold harmless and defend the City of Troy Parks and Recreation Department, the Community Center, the City of Troy, its officers, agents and employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting/event in the City of Troy Community Center.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY: (rev'd 11/30/10)

Processed by: _____	Date: _____	Room Assigned: _____
Charges:	Hourly Rate: _____	Date Received: _____
	Equipment Rental: _____	Received by: _____
	Staffing Charges: _____	Balance due: _____
	Cleaning Fee or Catering Discount: _____	Table Linen (90 x 90) Qty: _____
Catering	Fee: _____	Table Linen (120x52) Qty: _____
	Linen Fee: _____	Napkin Qty: _____
	Deposit Amount: _____	

# FACILITY RESERVATION POLICIES

## Availability

1. The reservation and allocation of space in the Troy Community Center (TCC) shall be restricted to the following groups in the following order:
  - a. Programs sponsored by the City of Troy.
  - b. Non-profit civic, cultural or educational groups whose members reside in the City of Troy. All groups must meet the minimum residency requirements of 75% of the participants attending the function be Troy residents. Proof of residency in the form of a group roster (name, address, phone number of each person attending) and non-profit status must be furnished upon application submittal.
  - c. Businesses whose office or operations are in Troy.
  - d. Businesses or non-profit groups that do not meet residency requirements.
2. The TCC is available during normal operating hours and after hour times. Refer to the rental fee table for room rates.
3. Non-profit organizations utilizing the TCC on a no-fee basis may NOT use space for personal, private or commercial gain and are limited to one room per month.
4. Any promotion, issue, event or activity of a political nature shall be allowed to organize where all candidates or persons have an equal opportunity to participate. Partisan activities are permitted but subject to reasonable regulation of time, place and manner of exercise of such activities.
5. Representatives reserving space must be at least 21 years of age. No reservations will be issued for meetings or parties of minors unless chaperoned by at least one individual over the age of 21 and signed for by the responsible party. There must be one chaperone for every 15 minors. All children must remain in the rented room(s) and are not allowed to roam unsupervised including the hallways of TCC.
6. Reserving space to conduct services, programs or events that are similar to, or in conflict with, the Troy Parks and Recreation Department are prohibited.
7. Rentals to commercial enterprises that involve the sale of goods as the primary function are not permitted in the Community Center.

## Priority

1. Groups using the building on a regular basis (monthly meetings, etc.) shall be given priority to reschedule reservations for the upcoming year which begins September 1 and ends August 31. Renewal applications will be mailed to such groups on or about May 1 and must be returned to the Parks and Recreation Department on or about June 1. Priority will be given to returning groups, but this space will not be held beyond the stated deadline for renewal.
2. Special events may be scheduled in advance on a revolving 18 month basis. A group may only have two "special" events during this 18 month period.
3. New reservation permits will be scheduled after July 1.
4. Groups who have been in violation of a TCC policy may lose their status as a returning member and placement in the priority list.
5. Rooms are assigned according to the number of guests and type of function. The Community Center Facility Manager reserves the right to substitute a comparable room at any time for the function to maximize facility usage.

## Reservation Procedure

1. Reservation requests must be filed with the Park and Recreation Department at least two weeks prior to the date requested with \$30 non-refundable rental deposit (if applicable). Reservations requested outside of normal operating hours must be received one month in advance. The reservation time shall include all preparations, activities, clean up and restoration. Rental fees are based on the entire time a room is used, including set-up and clean-up.
2. Organizations may be required to provide proof of liability insurance naming the City of Troy as "Additional Insured" for the event.
3. Upon approval, a confirmation of the reservation will be mailed to the applicant and serve as the official document.

## Preparations

1. All furniture, equipment, decorations, and other needs shall be detailed in the room permit and approved in advance. Use of special equipment may result in additional charges. Special permission from the City is required to post signs promoting the event.
2. Groups requesting audio-visual equipment must know how to operate said equipment. A staff person is not provided to operate audio-visual equipment.
3. The TCC has a variety of AV equipment and linen available for a fee.
4. TCC staff will set up the room according to instruction listed on the permit. Additional set up/changes made on the day of the event will be the responsibility of the applicant.
5. The following fire prevention regulations must be observed:
  - a. The use of open flames such as lighted candles is prohibited. Candles must be protected by a glass enclosure and approved by the Troy Fire Department. Electrical extensions and decorations must be without exposed wire and UL approved.
  - b. Decorations such as posters and banners require special permission. Flammable decorations such as straw, leaves excelsior or streamers are not permitted nor are paper lanterns or draped lamps. Smoke, fog or bubbles are not allowed.
  - c. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when the room is in use. People may stand in a meeting room only behind the last row of seats, but never in aisle or exit doorways.
6. Groups should check in at the Administration Desk. Staff members are available to conduct a room inspection prior to the start of the rental to ensure cleanliness.
7. Groups are restricted to the room assigned, except for the use of restrooms, lobby or common areas.
8. Food and beverages served at the event must adhere to the Food Policy (see attached).
9. Security may be required at the discretion of the City of Troy. All costs are the responsibility of the applicant.

## Use

1. Alcohol and tobacco products are prohibited in the Community Center.
2. Groups must follow established policies for the TCC. Violation of such policies or misrepresentation of use may be cause for immediate cancellation of rental and suspension of facility usage request for up to one year.
3. No tape, sparkles, glitter, confetti, pins, staples or adhesive are allowed on the walls of TCC. The Rental Representative is responsible for insuring that all rules and regulations are adhered to.
4. The TCC will not accept deliveries or store items in advance of an event. All items must be removed at the conclusion of the rental event.
5. Refer to the Room Rental Information form for rooms available to rent, size and approximate capacity.
6. Rentals shall not infringe or restrict the use of the TCC by other groups or individuals.
7. Only music suitable for a public facility will be allowed and its volume is subject to control by Community Center staff.
8. During inclement weather, groups may be required to move to other areas of the building as directed. All normal will cease during tornado warnings, etc.
9. TCC does not allow the placement of signs around the facility promoting events held at TCC. Special permission may be granted by the Facility Manager.
10. City photographers commonly take photos of events at the TCC for use in promotional materials. If you prefer not to be included, please let the photographer know prior to being photographed.

## Clean-Up

1. Clean-up shall be performed during the approved rental time.
2. The group is responsible for restoring the room to its original condition at the conclusion of the rental. All trash, decorations, food and debris must be placed in the receptacle. Failure to properly restore the facility will result in an additional charge and/or loss of facility use privileges. Any damages to the building and/or grounds will be charged to the Rental Representative signing the contract.
3. Groups will be charged full replacement costs for missing or damaged property belonging to the City of Troy.
4. Community Center staff will be available to inspect the room when the clean-up is complete.

## Fees

1. A \$30 non-refundable deposit per room is required at the time of application for all "paying" groups. Full rental payment is due 5 days before the event.
2. The preferred caterer and event planning service will invoice separately for their services.
3. Additional fees incurred during the event must be paid at the conclusion of the event.
4. Cancellation requests must be submitted at least 5 days before the event in order to receive a refund (less the deposit) on the event.