

## Northville Parks & Recreation Facility Rental Policies and Procedures

### Reservation Requirements

To reserve a facility, renters must provide:

- ❖ Purpose for the rental
- ❖ A signed Facility Rental Contract and Release of Liability
- ❖ Security deposit
- ❖ 50% of total rental fee at time of reservation
- ❖ Remaining rental fee 30 days prior to rental start date
- ❖ Certificate of insurance with endorsement, if required

### Payment Options

- ❖ Cash, checks made payable to “Northville Parks & Recreation”, and credit cards\*\* (Visa, Mastercard, Discover) are accepted at the Township Building (44405 Six Mile Rd, Northville, MI 48168) between 8 am – 4:30 pm
- ❖ Checks can be mailed to or placed in the drop box at the Township Building (44405 Six Mile Rd, Northville, MI 48168)
- ❖ Online credit card\*\*(Visa, Mastercard, Discover) payments through renters online registration account (<https://registration.northvilleparksandrec.org/default.aspx>)

\*\* Credit card payments subject to 2.5% service fee

### Security Deposit

- ❖ \$150 security deposit required for Banquet rental
- ❖ \$100 security deposit required for Gym, Mini Gym, and Stage rental
- ❖ \$75 security deposit required for Small and Large Meeting Room rental

### General Rules and Guidelines

- ❖ All rental fees shall be paid 30 days prior to the rental start date or Northville Parks & Recreation reserves the right to cancel the rental
- ❖ Requests to reserve rental space must generally be made a minimum of 30 days prior to the rental date
- ❖ Reservations made less than 30 days in advance may be accommodated if arrangements can be made
- ❖ Rental of a facility does not imply co-sponsorship by the Northville Parks & Recreation Department; please do not include the Parks & Recreation logo or contact information on any advertisement or publication, including social media, for your event
- ❖ Use of the facility is restricted to your rented room(s) only, excluding the restrooms; multiple group rentals may be scheduled at the same time in non-conflicting areas

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248-305-2731**

- ❖ Any rental that misrepresents its intent and/or purpose shall be subject to cancellation and forfeiture of fees
- ❖ One-time use rentals are available to residents, non-residents, businesses and organizations on a first come, first serve basis
- ❖ Any individual or group representative must be at least 21 years of age to rent
- ❖ Children/minors must be supervised (minimum of 15:1 ratio) at all times and are not allowed to roam in other areas of the facility
- ❖ Room capacities, which are based on Fire Code regulations, must be adhered to
- ❖ Rental fees are based on the entire time a group/party is in the room, including setup and clean up
- ❖ Room layout instructions must be sent in advance to ensure proper setup
- ❖ Table and chair setup/tear down will be done by the facility staff; table and chairs are provided based on facility inventory availability
- ❖ No furniture or equipment is to be moved without permission from facility staff
- ❖ The use of table decorations is allowed; however, paint, silly string, glitter, and confetti are NOT permitted
- ❖ The use of tape, pins, staples, or adhesive are NOT allowed on the walls
- ❖ Nothing may be dropped off prior to the reserved rental time and decorations, supplies and items brought in by the renter should be removed from the facility at the conclusion of the rental; we appreciate returning the room to its original condition
- ❖ Room must be vacated at the time specified on the contract; if you have not exited the room by the scheduled end time, your security deposit may be forfeited and additional fees may be applied
- ❖ Northville Parks & Recreation is not responsible for personal injuries, damage to personal property, or lost or stolen items
- ❖ Renter may bring in food and refreshments; events where a full meal is served or catered will be required to rent the Service Pantry for their event (see rental rates for pricing)
- ❖ Northville Parks & Recreation does NOT provide table linens, chair coverings, decorations, plates, cups or silverware
- ❖ No open flames are permitted
- ❖ Smoking is prohibited in the Community Center and Recreation Center or within 100 feet outside of the buildings
- ❖ Alcoholic beverages (beer, wine, and champagne) are allowed by permission during private events in which a limited number of people are invited and the alcohol is provided free of charge by the host
- ❖ An event where the general public is permitted to attend that involves the consumption of alcohol for a charge (e.g., cash bar or charging for tickets or admission fee) will require a special event license (State Liquor License and Liquor Liability Policy)
- ❖ No hardballs are permitted in the gyms/mini gyms; soft hit training balls may be used in Waterford only

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- ❖ In the event that Northville Parks & Recreation must cancel a rental due to circumstances beyond our control, including but not limited to weather, loss of utilities, or other reasons, the reservation will be rescheduled for a mutually agreeable alternative date or all fees and deposits will be refunded in full
- ❖ Northville Parks & Recreation reserves the right to deny the refund of the security deposit at their sole discretion or refuse future rentals for violations of the General Rules and Guidelines

### **Insurance**

- ❖ Renter shall agree to sign a “Release of Liability” assuming responsibility for all liabilities arising as a result of occupancy of said facility
- ❖ Depending on the type of event, there may be additional insurance coverage required:
  - Certificate of insurance with endorsement covering Northville Parks & Recreation in case of accident or injury to participants
  - Northville Parks & Recreation must be named as additional insured for the time of the rental in the amount of \$1,000,000 or \$3,000,000 per occurrence
  - Events servicing alcohol for a charge either through a cash bar or tickets sold will require special event licenses:
    - State Liquor License
    - Liquor Liability Insurance in the amount of \$1,000,000 or \$3,000,000 per occurrence

### **Refund/Cancellation Policy**

- ❖ More than 30 days prior to the rental start date – 50% of the rental fee
- ❖ 30 – 15 days prior to the rental start date – 25% of the rental fee
- ❖ Less than 15 days to rental start date – NO REFUND
- ❖ No refunds are issued for “no-shows”
- ❖ Security deposits will be returned, assuming no damage or additional charges occurred, via check within 1-4 weeks after the rental