
USE GUIDELINES AND RENTAL RATES

Northville Community Center

303 W Main St, Northville, MI

and

Recreation Center at Hillside

700 N Center, Northville, MI

Facilities managed by the Northville Parks and Recreation Department are made available for use in accordance with the guidelines established by the Northville Parks and Recreation Commission.

APPLICATIONS

- 1.** To secure a date, the contract must be signed, 50% of the balance is due (please review refund policy below) and a damage deposit of \$150, by check only (check will be returned, provided there are no damages to the property or violation of the contract agreement). Contract balance is due in full 30 days prior to event. Damage deposit is not applied to contract amount. The renter must be at least twenty-one (21) years of age and will be responsible for any and all damages incurred during the time designated on this contract.
- 2.** The Parks and Recreation Department reserves the right to demand sufficient time for full investigation of applications, to cancel or deny permits with or without due notice, and to limit the frequency of building use by one group or organization at its discretion
- 3.** Renter agrees not to assign or in any manner transfer this agreement.

CONDITIONS OF USE

1. Alcoholic beverages may be allowed by permission of the Department and shall be confined to designated areas only at the Northville Community Center. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.
2. Smoking is not permitted inside or within 25 feet of any building entrance, by City of Northville ordinance.
3. All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.
4. Applicants must guarantee to the following:
 - A. Orderly behavior.
 - B. Financial responsibility for any damages due to their use of the premises.
 - C. Responsiveness to directives of department personnel.
 - D. That the activity is of a nature suitable for presentation in a public building.
 - E. That the activity is lawful and conforms to the regulations of state and federal laws, community of Northville, Northville Community Center and the Northville Parks and Recreation Department.
 - F. **Decorations are limited to tabletops only. No glitter, no confetti, no open flames are permitted.**
 - G. That no tape, staples, glue or any other adhesive materials will be used to decorate the facilities. Tape approved for use on floor surfaces is available for purchase from the Recreation Department for \$10.00 per roll.
 - H. That they will not remove, change, or revise anything in the building without specific approval from the Parks and Recreation Department and Northville Community Center.
 - I. That upon completion of the activity, the room, tables and chairs will be cleaned of all decorations, supplies, and items brought in by the renter.
 - J. Electrical extension cords are not allowed on any floor surfaces.
5. Public events held in the Northville Community Center gym and in the Recreation Center at Hillside gym must use a floor covering. The Northville Community Center gym has a vinyl covering that will be provided by the Recreation Department for a "per day" rental fee of \$75.
6. The Parks and Recreation Department assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.
7. Renters selling food must comply with current Wayne County Health Department regulations. Applications for a temporary food permit can be obtained by calling the Wayne County Health Department (734-727-7400).

INSURANCE

Insurance will be required for the following rentals:

1. Events open to the public – Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Parks and Recreation and the City of Northville named “Additional Insured: from set-up to take down”.
2. Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter’s “homeowners” or “renter’s insurance” policy.
3. Rentals for the purpose of providing instruction to the public – Individual(s) or group(s) renting space in the “Northville Community Center” or the “Recreation Center at Hillside” for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$ 1,000,000), with Northville Parks and Recreation and the City of Northville named “Additional Insured: from set-up to take down.”
4. A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Parks and Recreation, Northville Community Center and the City of Northville named “Additional Insured: from set-up to take down”.

PAYMENT OF FEES AND REFUNDS

1. All renters must pay 50% of the total contract cost when reserving a building. Balance of rent is due thirty (30) days prior to the event.
2. A damage deposit check of \$150 is due upon the signing of the contract. If no damage occurs, the deposit will be returned within one week after the event.

REFUND POLICY: If the renter cancels in excess of 45 days before the scheduled event, then Northville Parks and Recreation Department will retain 50% of those funds already paid. Refund requests received less than 45 days before the scheduled event will not be returned. There will be no exceptions.

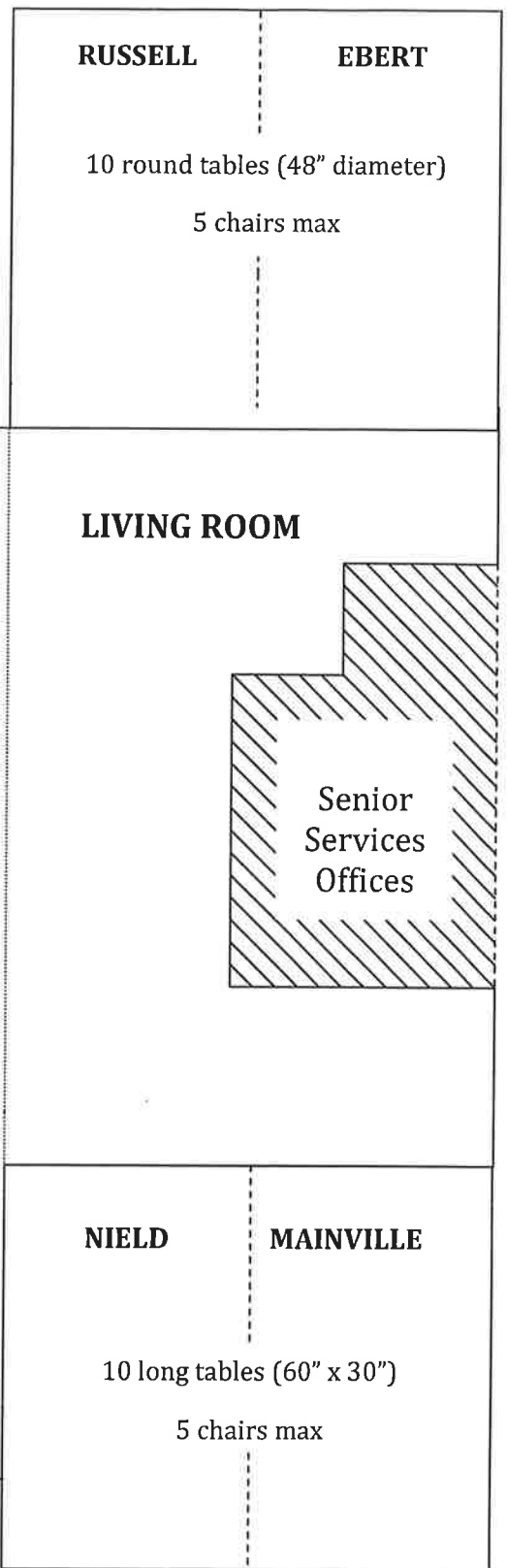
****Fees are per hour***

<i>Northville Community Center 303 W Main Street, Northville, MI 48167</i>		
Room	Northville Resident Discount Rate	Rental Rate
Gym	\$50	\$75
Banquet Room	\$135 1 st hour	\$202 1 st hour
	\$135 2 nd hour	\$202 2 nd hour
	\$100 3 rd hour +	\$150 3 rd hour +
Meeting Rooms	\$25 half / \$50 full	\$37 half / \$75 full
Living Room	\$100	\$150
Stage	\$37	\$55
Service Pantry	\$32	\$48
Full Building	\$2,800 for 8 hours	\$4,200 for 8 hours

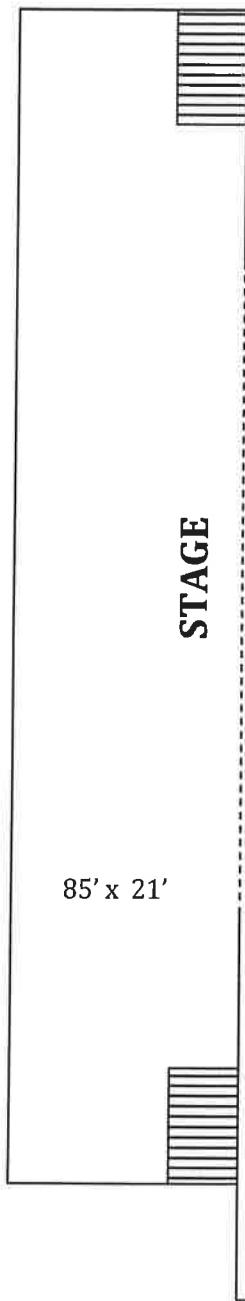
<i>Recreation Center @ Hillside 700 W Baseline, Northville, MI 48167</i>		
Room	Northville Resident Discount Rate	Rental Rate
North Gym	\$50	\$75
South Gym	\$50	\$75
Fitness Rooms	\$35 half / \$70 full	\$52 half / \$105 full
Meeting Rooms	\$25 half / \$50 full	\$37 half / \$75 full

Northville Community Center
303 W Main Street
Northville, MI 48167

Cady Street
entrance



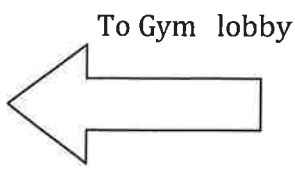
SERVICE PANTRY
warming ovens, microwave,
refrigerator, freezer, ice maker



85' x 21'

STAGE

2210 sf.



To Gym lobby

Main Street
entrance

