



Community Center Rental Application

(revised 01-2017)

Ypsilanti Township Recreation Department - 2025 E. Clark Rd - Ypsilanti, MI 48198 - www.ytown.org - Phone: 734-544-3800 - Fax: 734-544-3888

A non-refundable \$80.00 check/money order must accompany this application. This fee will be applied to your total rental costs upon departmental approval and a signed contract. Please read the rules and regulations furnished to you before completing this form. The form must be completed in full before a decision regarding use can be made. You will be notified within five (5) business days regarding approval of your request.

Purpose of Rental _____ Name of Organization (if applicable): _____

Applicant's Name: _____ Email Address: _____

Address: _____ City: _____ Zip: _____

Primary Phone #: _____ Secondary Phone #: _____

Alternate Contact: _____ Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Date(s) Requested: _____ Day(s) of the Week (*circle one*): MO TU WE TH FR SA SU

*Time In: _____ am/pm *Time Out: _____ am/pm **include set-up and clean-up times*

Room(s) Requested: _____ Combination Special: **A B**
circle one

Anticipated Attendance: # of Adults: _____ Number of Tables and Chairs Needed: Tables: _____
of Children: _____ Chairs: _____

Are Refreshments to be Served (*circle one*)? Yes No Will you be using an outside caterer (*circle one*)? Yes No

List any special accommodations needed and/or equipment you would like to rent.

List equipment items you plan to bring

Please Read Waiver Carefully Before Signing Form

The undersigned hereby verifies that he/she (1) has authority to sign this application for the above named organization, (2) has read the rules and regulations of the Charter Township of Ypsilanti relative to use of rooms and agrees to all arrangements therein stated, (3) agrees to complete a room inspection both prior to and immediately following use, (4) agrees to indemnify defend and save harmless the Charter Township of Ypsilanti, its officers, agents, and employees from and against all loss and expense by reason of liability imposed by law of bodily injury, including death at any time resulting therefrom, sustained loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the Charter Township of Ypsilanti, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the Charter Township of Ypsilanti, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future room requests.

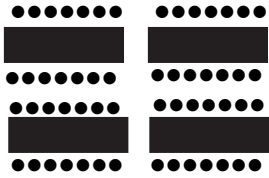
Signature of Applicant: _____ Date: _____

Applicant Driver License #: _____

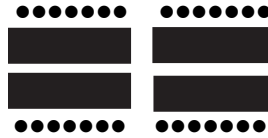
Room Set-Up

Please circle preferred room set-up.

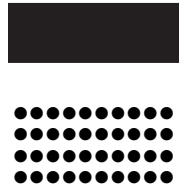
BANQUET



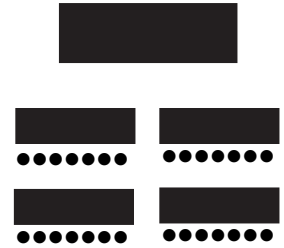
CONFERENCE



THEATRE



CLASSROOM



If you require a room layout different than the ones listed above, please draw here:

NOTE: Room 202 is set up with round tables. The classroom set-up reduces the capacity size of the room.

For Office Use Only

Received By/Date/Time _____

Approved By/Date/Time _____

Processed By/Date/Time _____

Residency: Resident Non-Resident

Fees

Rental Fee: _____

Security Deposit: _____

Additional Hours: _____

Additional Staff: _____

Equipment: _____

TOTAL FEE: _____

FEE STRUCTURE POLICY

COMMUNITY CENTER HOURS:

Monday - Friday 8:00am-8:00pm
 Saturday 9:00am-6:00pm
 Sunday CLOSED

*hours subject to change

RESIDENCY

YT Resident: Any person living within the Charter Township of Ypsilanti or who owns land in the Charter Township of Ypsilanti for which property taxes are paid. Proof of residency is required to receive the resident rate.

Non Resident: All other persons not meeting the requirements of a resident.

Room Rental Fee Schedule

Fees below include a \$80.00 application fee.

This application fee will be applied to your total rental costs upon departmental approval and a signed contract.

(fees are based on a three (3) hour rental period)

<u>Room #</u>	<u>YT Res</u>	<u>YT Res Each Add'l Hour</u>	<u>NR Fee</u>	<u>NR Ea Add'l Hour</u>	<u>S/D</u>
101, 103	\$80	\$40	\$100	\$50	\$100
301, 303	\$80	\$40	\$100	\$50	\$100
105, 201	\$100	\$50	\$120	\$60	\$100
202	\$130	\$60	\$150	\$70	\$100
202/204 Combo	\$250	\$120	\$270	\$130	\$100
*Kitchen	\$70	\$0	\$90	\$0	\$100

* Kitchen available only in conjunction with use of Room 202.

Room Capacities

<u>Room</u>	<u>Type</u>	<u>Floor</u>	<u>Chairs Only</u>	<u>Tables & Chairs</u>
101	Craft	Tile	N/A	20
103	Meeting	Carpet	50	35
105	Meeting	Carpet	60	50
201	Meeting	Carpet	60	50
202	Meeting	Carpet	125	100
204	Dance/Aerobics	Wood	N/A	N/A
202/204	Meeting/Dance	Carpet/Wood	140	125
301	Meeting	Carpet	50	35
303	Meeting	Tile	50	35
Gym	Gymnasium	Wood	N/A	N/A

NOTE: Additional rates shall be charged for custodians and building attendants if use is not scheduled during normal hours of operation or if extra time is needed for set up and/or clean up. This includes Sundays and other days a custodian/building attendant is not normally scheduled to work. Additional rates shall be based on time and a half or double time per current bargaining agreement.



Combination Specials!

Option A

Maximum 50 people
 YT Resident Fee: \$120.00 NR Fee: \$140.00
 Room 105 with tables and chairs and our gymnasium for three hours.

Option B

Maximum 50 people
 YT Resident Fee: \$110.00 NR Fee: 130.00
 Room 105 with tables, chairs and one racquetball/wallyball court for three hours.

Looking for a great venue to hold your next social gathering? Why not try one of our combination specials and enjoy our meeting room with our gymnasium and/or our racquetball/wallyball courts.

Combinations are perfect for birthdays, graduations, clubs or work outings. Reservations are based on room availability and must be made one month in advance.

A \$80.00 application fee is due at the time an application is submitted. This application fee will be applied to your total rental costs upon departmental approval and a signed contract.

Both options require a \$100.00 refundable security deposit. Please call 734-544-3800 for details and room availability.

Equipment Rentals

For your convenience, the recreation department now offers an expanded variety of equipment for rent during your use of our facilities.

100 cup Coffee Pot \$20.00
 Full size Podium \$20.00
 Desktop Podium \$15.00



Court Rentals

Rates

			YT Res Fee	NR Fee
M-F	8am-Close	Racquetball	\$8/hour	\$10/hour
Sat	9am-Close	Wallyball	\$13/hour	\$16/hour
		Gymnasium	\$20/hour	\$25/hour

Court Policies

- Payment is due prior to the start time of your rental.
- Rentals limited to two consecutive hours.
- Racquetball reservations may be made by phone.
- Payment for gym rentals must be made at the time of the reservation.
- All court reservations can be made up to one week in advance.
- Must be 16 or older to rent the courts.
- A fifteen minute grace period is given for all reservations. After this time, the reservation is cancelled and will be billed as a No Show.
- Cancellations must be made 24 hours prior to the rental time. Rentals will be billed for failure to cancel at least 24 hours in advance.
- Phone 544-3800 for court availability.
- Renter must verify residency (drivers license, photo I.D.) at time of rental.
- Non-marking soft sole shoes must be worn on the courts.

GENERAL USE POLICY

The Charter Township of Ypsilanti, in a better effort to serve its residents, allows the Community Center to be reserved on a first come, first serve basis regardless of race, sex, creed or color for community functions and activities in conjunction with the following usage policy, rules and regulations. Reservations may be made up to six (6) months in advance.

- A. Priority will be given to Ypsilanti Township residents.
- B. Person securing reservation must be 18 years of age or older and must be present during rental.
- C. The Charter Township of Ypsilanti will provide reasonable accommodations for persons with disabilities.
- D. Community Center use will be determined on a seasonal basis and subject to availability.
- E. Payment Schedule:
 - 1. A \$80.00 non-refundable fee is due upon submittal of application. Full payment of room rental (including security deposit if any) shall be due on the date specified on the contract agreement letter. Failure to pay the balance by the specified date will result in loss of reservation and initial fee payment shall be submitted in the form of a check or money order made payable to YTRD. The \$80.00 fee will be applied to the rental/security deposit.
 - 2. If the final payment is due within two weeks of the scheduled rental, payment must be made in the form of cash or credit card ONLY.
 - 3. The department cannot guarantee that action will be taken on an application submitted less than two weeks prior to the requested date(s).
 - 4. If the user goes beyond the contracted time, there will be an hourly charge for overtime that will be determined by Management. Any additional charges levied by Management for use or misuse of the facility are final.
- F. Cancellations:
 - 1. If the applicant cancels their request thirty (30) days or more prior to the scheduled event, the applicant will receive a full refund less the application fee. If the applicant cancels between 11-29 days prior to the request, 50% of the rental fees and the full security deposit will be refunded less the application fee. If the applicant cancels 10 days or less prior to the event, no refunds will be issued for rental fees but the full security deposit will be refunded less the application fee. All refunds will be issued per Ypsilanti Township procedures and may take four (4) to six (6) weeks.
 - 2. If the Recreation Department denies use or cancels the reservation, a full refund of fees paid (including the application fee) will be issued per Ypsilanti Township procedures.
 - 3. The Recreation Department reserves the right to cancel any agreement if it finds that the signer of the usage agreement has misrepresented the group or has not met the requirements of the agreement. In all such cases, funds paid will be forfeited and will not be refunded.
 - 4. Groups are required to call and cancel if they will not be using a room that has been reserved for them. Fees will be refunded as stated in this general use policy.

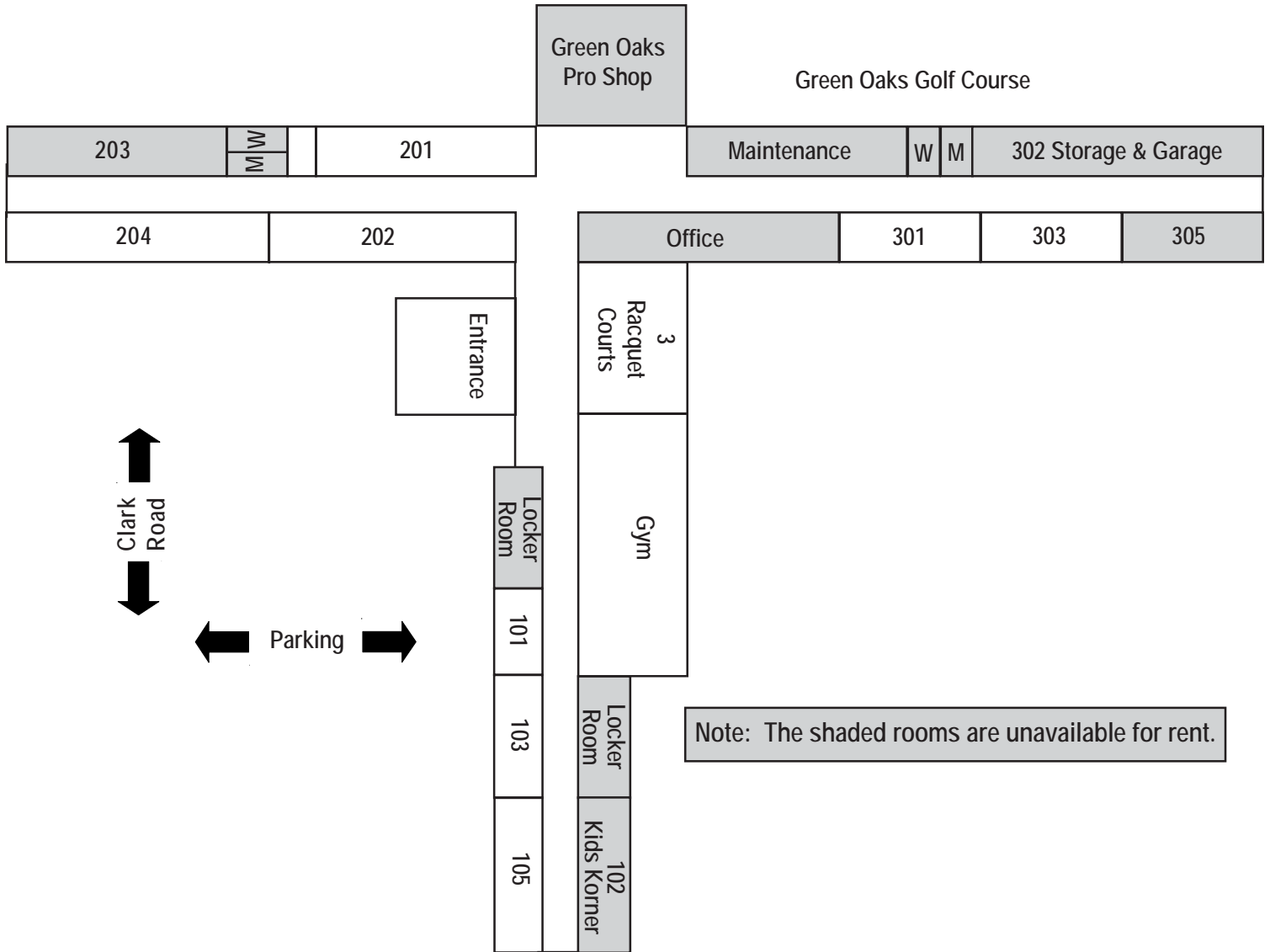
RULES & REGULATIONS

1. Smoking, the use of any alcoholic beverage and/or drug, other than those expressly prescribed by a physician for medical purposes, is prohibited.
2. The use of open flames, such as lighted candles, are strictly prohibited.
3. It is strongly recommended that dark colored beverages not be used during your rental, as they stain carpet and tile floors. Any stains that occur may require professional cleaning and/or replacement of tile and/or carpet, resulting in the loss of a portion or all of your security deposit. An invoice will be generated for any maintenance, cleaning and/or damage costs that exceed the amount of the security deposit.
4. Set-up prior to the rental time will require Department approval providing the request is made prior to the event and the room is available. If available, set-up time shall be up to 15 minutes prior to the scheduled rental time.
5. Ypsilanti Township Community Center shall not be reserved for religious service/promotions or for any activity, which may be deemed in conflict with the Recreation Department or improper or unsuitable to be held in a public/government facility.
6. Any activity or event of a political nature must allow for an equal opportunity for everyone to attend and participate.
7. Solicitation of funds is not permitted in the Community Center. Individuals or groups may not charge admission fees, sell tickets or merchandise at the Community Center.
8. Any form of gambling or game of chance, unless expressly permitted by law and subject to the approval and issuance of special permits, is prohibited on the premises.
9. A Building Attendant and/or Custodian will be on duty during all hours of building operation, and groups must guarantee responsiveness to the directives of all Department staff. Accidents and damage, no matter how trivial, must be reported to Department staff immediately.
10. Upon arrival, the user must check in with the Building Attendant at the registration desk. The Building Attendant and/or Custodian and the user will complete a pre-inspection of the room(s) rented prior to set-up. Any damages must be reported at that time. After clean up the user will again review the room(s) with the Building Attendant and/or Custodian in order to check for damages. Failure to check out with the building attendant will result in the automatic loss of your security deposit. If no damage was done to the room (including all Township property), the full security deposit will be mailed to the applicant within 4-6 weeks. Management will conduct a final inspection of the facilities used on the next business day. The renter will be contacted by management if any damages to the facility were found.
11. Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in proper receptacles and cleaning of all counters, cabinets, sinks, appliances, walls, tables and chairs. The Recreation Department shall provide refuse bags.
12. Property of the Community Center shall not be removed from the facility at any time.
13. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the Community Center. Some items may be moved or placed out of sight with advance Department approval and must be returned to their original location at completion of use.
14. Groups shall be restricted to the room(s) assigned, except for use of restrooms and common areas. Use of facilities outside the building is restricted to the parking facilities only and the applicant shall be responsible for control of the parking area.

RULES & REGULATIONS CONTINUED

15. Placement of posters, banners decorations, etc. may be permitted upon prior Department approval and will only be allowed on the inside of the room. Writing on glass, windows, mirrors, walls, etc. will not be allowed.
16. Tape or any type of adhesive, nails, tacks, etc. are not to be affixed to any wall, ceiling, etc. without prior approval from the Recreation Department.
17. Tables and chairs shall not be dragged or thrown.
18. Electrical extensions and decorations must be without exposed wire and UL approved.
19. Groups with individuals under the age of 18 must have at least two adults (21 or older) in attendance for every 20 children during time of use. **Children must be directly supervised at all times.**
20. The Community Center is not responsible for equipment or supplies brought in by groups. Items delivered to the Community Center, for use by the group, will be stored only if advance arrangements are made and space is available. The Community Center is not responsible for the condition or quantity of delivered items or items left overnight.
21. The Charter Township of Ypsilanti assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the facilities.
22. The Charter Township of Ypsilanti is not responsible for damage or theft of personal items.
23. Groups are responsible for any and all damage, interior or exterior, caused by persons in their group during their occupancy of the building. The applicant group must provide proper supervision. Damage to or losses of Township property will be deducted from the security deposit and/or will be billed directly following usage. Any additional charges levied by management for use or misuse of the facility are final.
24. All state and local licenses or permits necessary to hold the event are the responsibility of the applicant and must be displayed as required by law.
25. A certificate of insurance naming the Charter Township of Ypsilanti, its officers and representatives as additional insured may be required for use. Information on insurance requirements is available upon request.
26. The Township & organizations using township buildings shall refrain from using styrofoam products for use in Township Buildings (Charter Township of Ypsilanti Resolution 89-16).
27. Kitchen Use:
 - a. The preparation of food products is not permitted. Pre-cooked and prepared food may be brought in and warmed. The Community Center does not have a commercial kitchen.
 - b. Use of the kitchen shall include counter tops, sinks and major appliances (stove, freezer, refrigerator, and microwave). Use of any other items in the kitchen is not permitted.
 - c. Caterer - If the renter decides to use a caterer, all necessary Department of Health Certificates, licenses and insurance must be provided and approved by the Recreation Department at least two weeks prior to the scheduled rental date.

COMMUNITY CENTER ROOMS



Get here quick, we're just ten minutes from home!

From south of I-94:

- Whittaker Rd. north to I-94 east.
- I-94 east to Willow Run exit (# 185) exit left.
- Left at first light (Dorset) through median.
- Cross median to Ecorse/Ford Blvd. intersection.
- Take Ford Blvd. north to Clark Rd.
- Right on Clark Rd., Community Center is on the left, approximately a tenth of a mile.

OR

- Bridge Rd. north to Grove Rd.
- Left on Grove Rd. to Harris Rd.
- Right on Harris Rd. to Ecorse Rd.
- Right on Ecorse Rd. to Ford Blvd.
- Left on Ford Blvd. (north) to Clark Rd.
- Right on Clark Rd., Community Center is on the left, approximately a tenth of a mile.

From the west (Ann Arbor)

- Michigan Ave. east to Prospect St.
- Left on Prospect St. (north) to Clark Rd. (by Dairy Mart).
- Right on Clark Rd. (approx. 2 miles) to Community Center (on the left).

OR

- Geddes Rd. east to Prospect St.
- Right on Prospect St. (south) to Clark Rd. (by Dairy Mart).
- Left on Clark Rd. (approx. 2 miles) to Community Center (on the left).

From the east (Belleville/Van Buren)

- Michigan Ave. west to Ridge Rd.
- Right on Ridge Rd. (north) to Clark Rd.
- Left on Clark Rd. (west) to Community Center (approximately a half mile on the right).