



# Community Center Rental Application

(revised 01-2022)

Ypsilanti Township Recreation Department - 2025 E. Clark Rd - Ypsilanti, MI 48198 - [www.ytownrec.org](http://www.ytownrec.org) - Phone: 734-544-3800 - Fax: 734-544-3888

**Please Note: The \$100.00 payment must accompany this application.** This fee will serve as the **Security Deposit** and place a hold on the room. 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

\*Time In: \_\_\_\_\_ am/pm \*Time Out: \_\_\_\_\_ am/pm **\*Include set-up and clean-up times\***

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

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

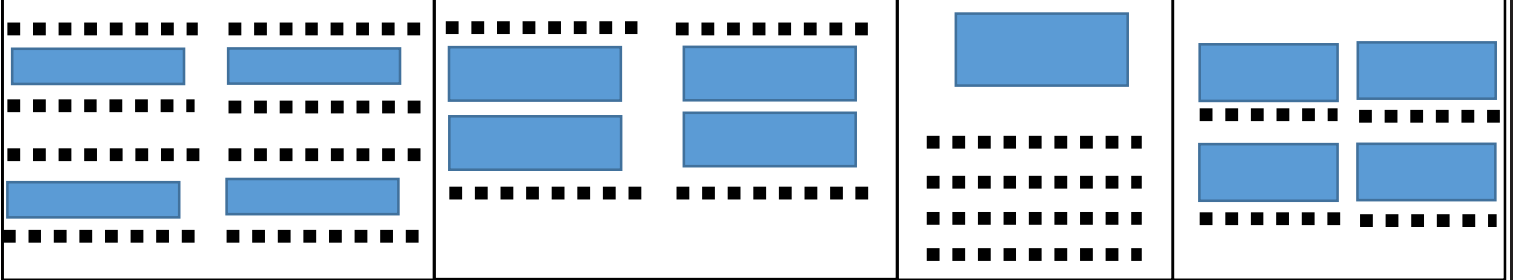
Please circle preferred room set-up.

## 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: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_

# FEE STRUCTURE POLICY

## COMMUNITY CENTER HOURS:

Monday – Thursday 8:00am-8:00pm  
 Friday 8:00am-4:30pm  
 Saturday 9:00am-6:00pm  
 Sunday CLOSED

\*hours subject to change

## COMMUNITY CENTER RENTABLE HOURS:

Monday – Thursday 8:00am-8:00pm  
 Friday 8:00am-4:30pm  
 Saturday 9:00am-**5:00pm**

## 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

**Security Deposit Fee is due when submitting the rental application.**

This fee is applied as your security deposit upon departmental approval and a signed contract.  
 (room rental fees below are based on a three (3) hour rental period)

Room #	YT Res	YT Res Each Add'l Hour	NR Fee	NREa Add'l Hour	Sec. Deposit
101, 103	\$100	\$50	\$120	\$60	\$100
301, 303	\$100	\$50	\$120	\$60	\$100
105, 201	\$120	\$60	\$140	\$70	\$100
202	\$150	\$70	\$170	\$80	\$100
202/204 Combo	\$300	\$135	\$325	\$150	\$100
*Kitchen	\$80	\$0	\$90	\$0	\$100

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

## Room Capacities

Room	Type	Floor	Chairs Only	Tables & Chairs
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.

# 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 \$100.00 application fee/security deposit fee is due upon submittal of application. Full payment of room rental 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.
2. The final payment is due no less than two weeks of the scheduled rental.
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. If the applicant cancels between 15-29 days prior to the request, the reservation will be un-booked and the \$100 fee will not be refunded. If the applicant cancels 14 days or less prior to the event, no refunds will be issued for rental fees.

*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 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

Applicants must sign and date the bottom of this form.

1. 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 or refunded to card used to pay, 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.
2. 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.
3. 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.
4. Rental groups will adhere and follow the rental times listed on this rental agreement. Staff may bill directly for usage of additional Ypsilanti Township staff time at the overtime rate.
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. Unless previously approved by staff.
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. 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
10. 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.
11. 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.**
12. 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.

13. No animals – Unless proper service documentation provided.
14. Smoking or the use of any alcoholic beverage and/or drug is strictly prohibited.
15. The use of open flames, such as lighted candles, are strictly prohibited.
16. The use of glitter, confetti or any other small decorative items are strictly prohibited
17. Electrical extensions and decorations must be without exposed wire and UL approved.
18. Property of the Community Center shall not be removed from the facility at any time.
19. 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.
20. 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.
21. 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
22. 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.
23. 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.
24. The Charter Township of Ypsilanti is not responsible for damage or theft of personal items.
25. 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.
26. 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_