



# Community Center Facility Rental Policies

The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. **It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.**

All preparation (set-up time) and breakdown (clean-up time) must be included in your rental timeframe and must take place immediately prior to and after your event (one continuous block of time). Preparation time needed (decoration, delivery of supplies, cake set up, food delivery/alcohol, etc.) must be scheduled and paid for at the time of booking. Communicate the specified rental time with all vendors. **THE FACILITY WILL NOT BE AVAILABLE BEFORE THE RENTAL PERIOD STATED ON THE FACILITY RENTAL FORM.**

---

## GENERAL

Weekend reservations are accepted one year in advance. Rental requests during the week are dependent on programming and class schedules, which will be determined one week after the start of each programming quarter.

1. All fees must be paid in full at the time of booking. There will be a refundable **\$100 security deposit required**. **Alcohol service requires an additional \$250** refundable deposit. A refund of rental fees and deposit minus \$30 will be given if reservation is cancelled no less than ten business days prior to date reserved. No refund of rental fees will be given if your reservation is cancelled less than ten business days of the date reserved. Deposit(s) will be refunded in full.
2. Additional items may be rented if requested prior to rental. Rental items requested are based on availability. Equipment rental rates are listed on the Facility Rental Form. **If additional equipment is brought in from an outside vendor, it must be approved by the Parks and Recreation Department staff at least 48 hours prior to the event.**
3. Guests are confined to the rented room(s) as described by the Facility Rental Form except for restroom usage. The Parks and Recreation Department reserves the right to hold other functions in rooms not reserved by the renter.
4. The East Grand Rapids Community Center is a smoke-free site. Smoking/vaping will not be allowed indoors or on Wege Plaza.
5. During the time the facility is rented, the renter shall obey all laws of the State of Michigan and the ordinances of the City of East Grand Rapids and shall allow no nuisance, undue noise or disturbance. The East Grand Rapids Public Safety Department will be called if guests become disorderly.
6. Rental area will be available at the designated start time and not before. The rental area must be vacated at rental finish time (this includes clean up to standards outlined in this document being met). Additional time of facility use must be reserved prior to date. Any time added to the rental due to early arrival or late departure may be charged at 150% of the regular hourly rental rate. Community Center exterior doors will be locked at the time the rental is scheduled to end if after business hours. If needed, the facility supervisor will provide access as necessary. Failure to comply with rental start time, end time or cleaning standards will result in partial or full loss of security deposit.

7. A small galley kitchen may be available for use during your rental. It is equipped with refrigerator, warming oven and microwave. A commercial ice machine is also available. No frying allowed. Renter is responsible for providing their own kitchen towels, utensils, paper products and ice bucket/cooler.

8. Tables and chairs are provided for indoor rentals only.

9. All rentals must conclude by 11:00 PM Sunday through Thursday and 1:00 AM Friday or Saturday. All requests for after-hours usage may be considered by the Parks and Recreation Department but must be requested in advance.

10. Rentals are required to have a Facility Supervisor present during their rental time. The fee for each supervisor is \$20/hour. Two Facility Supervisors are required for events with more than 100 guests.

11. All rules and regulations will be strictly enforced. City of East Grand Rapids employees, and/or Public Safety Officers may immediately terminate a rental with no refund of rental fees or deposits if any facility rental policies are violated.

12. Renter agrees to reimburse the City of East Grand Rapids for the total cost of damage to and/or replacement of City property and facilities for which the renter is responsible. Renter is also responsible for the extended costs which may include: exceeding the rental time period, exceeding the maximum number of guests, excessive clean up required by City personnel. The first \$100 to \$350 will be taken from the deposit(s). Additional costs will be billed to the renter.

13. The sale of any items, including refreshments, must be approved by the Parks and Recreation Department when booking the facility rental.

14. The City of East Grand Rapids reserves the right to deny a facility rental to any person or organization for any reason at any time. Scheduled rentals can be cancelled by City staff due to unforeseen circumstances in which case a full refund will be granted.

15. Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.

16. Blocking emergency doors is prohibited. Exterior doors may not be propped open.

## **SET-UP**

17. The room(s) is available to you and your guests only for the time specified in your Facility Rental Form. The Parks and Recreation Department staff will set up all tables and chairs for indoor rentals. Every effort will be made to have tables and chairs set up prior to the renter's scheduled rental time. Table and chair arrangements must be submitted to the Parks and Recreation Department at the time of booking. Table arrangements may be altered by staff to comply with safety and fire codes.

### **Changes to room set up must be communicated to our department at least:**

*Three hours prior to rentals hosted Monday through Friday before 5:00PM.*

*Weekday evening rentals by 12:00PM the day of the event.*

*Saturday or Sunday rentals by 12:00 PM Friday the week of the event.*

Heavy or oversized equipment i.e., soft drink kegs, ice cream carts/coolers, etc. must be approved by the Parks and Rec. Dept. and require moisture absorbing pads or towels underneath to eliminate indentation/water damage to the cork floor.

Convenient unloading space is located at the foot of the north driveway between the Community Center and GR Yacht Club. Please plan to move your vehicle immediately after unloading as this space is handicapped parking.

18. **Decorations:** To preserve our facilities, the use of glue, tape, tacks, nails, staples, confetti, glitter, confetti filled balloons, rose petals, rice or other similar products are prohibited. Decorations are not allowed to be posted on walls or windows. Decorating plans must be approved by the Parks and Recreation Department prior to or at the time of booking. Open flame candles are prohibited. You MAY

use birthday candles. Sterno/Chafing candles for use with chafing dishes, but empty containers may not be disposed of on city property and must be taken home with the renter. Violation of this rule will result in partial or full loss of security deposit.

20. **Audio Visual Equipment:** There is both music and video capability via CD, DVD, MP3 (IPOD) in most rooms. Groups are welcome to bring in their own equipment at no additional charge. It is important to test audio visual/laptop connections prior to your event during our business hours. Parks and Recreation Dept. staff have basic knowledge of our operating system but will not be responsible for technical connection issues. Band and keyboard equipment is subject to approval.

## **CLEAN-UP**

21. **ALL REMAINING SUPPLIES, DECORATIONS, FOOD AND BEVERAGES MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE EVENT. IF USING A CATERER THEY MUST REMOVE THEIR EQUIPMENT IMMEDIATELY AFTER THE EVENT (including boxes, crates, supplies, etc.).** Failure to remove items will result in partial or full loss of security deposit.

22. Renter is responsible for wiping off tables and sweeping the floor of the rental area. The room must be left in the condition it was found in. Cleaning supplies will be provided. Failure to comply with cleaning standards will result in partial or full loss of security deposit.

## WEGE PLAZA

23. Wege Plaza has a two-hour rental minimum.

### SET-UP

24. Wege Plaza is rented "as-is". All items must be rented from an outside vendor and may include tables, chairs, audio system, dance floor, lights and tents. Electrical outlets are located throughout the plaza.

\*\*\*\*When renting tents and/or other large equipment the **weight restrictions for Wege Plaza are one hundred pounds per square foot**. The renters and/or contracted vendor must abide by the weight restrictions. Failure to comply will leave the renter liable for all damages.

25. Stakes or similar items are NOT allowed ANYWHERE on Wege Plaza since they will puncture the waterproof membrane subsurface. Nothing can go in the landscaped beds, all tent legs, supporting anchors, etc. need to be contained on the non-landscaped areas of the plaza.

26. Open flame candles are prohibited. You MAY use birthday candles. Sterno/Chafing candles are ok for use with chafing dishes, but empty containers may not be disposed of on city property and must be taken home with the renter. Violation of this rule will result in partial or full loss of security deposit.

27. Smoking/vaping is prohibited on Wege Plaza

28. Table sets and benches are not to be moved from their location.

29. Renters will abide by the City's noise ordinance when using Wege Plaza.

30. Renter must have a back-up policy in case of inclement weather.

Ceremony only: If rooms 101 and 102 are available and the group size is 100 people or less these rooms can be used, theatre style.

Ceremony and Reception/Party: If rooms 101 and 102 are available and the group size is 80 people or less these rooms can be used in a banquet style setting. Renter is responsible for notifying vendors of these parameters.

### Wege Plaza CLEAN-UP

31. **ALL REMAINING SUPPLIES, DECORATIONS, FOOD AND BEVERAGES MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE EVENT. Special arrangements for rented items such as tents, tables and chairs MUST be approved by Parks and Recreation staff. IF USING A CATERER THEY MUST REMOVE THEIR EQUIPMENT IMMEDIATELY AFTER THE EVENT (including boxes, crates, supplies, etc.).** Failure to remove items will result in partial or full loss of security deposit.

## **ALCOHOL PERMITS, \$250 Deposit (Refundable)**

### **\*Please share this information with your licensed alcohol vendor:**

Renter is responsible for all coordination of their event with all vendors, including but not limited to, submitting all required insurance documents for liquor liability, vendor set up and clean up, ensuring weight restrictions are followed. It is the renter's responsibility to meet with vendors to discuss set up and layout prior to the rental.

**32. A licensed vendor must be used to serve or sell alcohol and must provide a copy of their liquor license issued by the state of Michigan Liquor Control Commission (TIPS Certifications are NOT accepted in lieu of a liquor license) and liquor liability insurance naming the City of East Grand Rapids as an additional insured party (minimum \$1,000,000) to the Parks and Recreation Department a minimum of three business days prior to the event. Alcohol may not be brought into the facility by the renter or individuals attending the function.**

33. If the event is catered and/or alcohol is served, the caterer must be licensed to serve alcohol and must provide proof of licensing to the Parks and Recreation department a minimum of three business days prior to the event.

34. Alcohol may include liquor, beer, wine and champagne.

35. Sale of alcoholic beverages is prohibited unless services are provided by a vendor licensed to sell alcohol and approved by the Parks and Recreation Department.

36. Renter is responsible for ensuring all persons who drink are of legal age (21 years or older), no alcohol is served to intoxicated guests, and all state alcohol laws are obeyed.

37. Alcoholic beverages are restricted to the room(s) or areas rented and must be removed from the premises at conclusion of rental.

38. Alcohol may be served for a maximum of four (4) hours. **The serving of alcohol must cease at least one hour prior to the end of the rental.**

39. No kegs, pony kegs, party balls, or similar types of containers are allowed. Alcohol must be in individual serving size containers. All alcohol beverages must be served in plastic or glass containers holding no more than 16 oz.

40. Consumption of alcoholic beverages inside or outside the East Grand Rapids Community Center is prohibited unless an alcohol request is submitted, approved by the Parks and Recreation Department and is provided by a licensed vendor.

**41. The renter must provide the City with a copy of liability insurance showing Personal Liability coverage in the minimum amount of \$300,000 for an individual and \$1,000,000 for an organization at least three business days prior to the rental.** In most cases proof of insurance can be easily acquired at no cost from your homeowner's insurance company. Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol during the rental.

42. Recreation Department Staff reserves the right to suspend alcohol privileges at any time for any reason. Supervising staff may request verification of the age of any individual consuming alcohol. Underage drinking during any rental or event is strictly prohibited and will result in contacting the Public Safety Department.

43. Security deposit(s) shall be returned in full within 10 business days following the rental if the facility audit indicates no damages from the rental. **Damage charges will be deducted from the security deposit(s).** Renter will be contacted by phone if there will not be a full refund of the security/alcohol deposit. The refund will be processed within 10 business days following the rental. Payment made by credit card will be refunded to the card. Payments of cash or check will be processed by check from the finance department.



# Facility Rental Rates and Information

The East Grand Rapids Parks and Recreation Department is pleased to offer facility rentals for residents, non-residents and organizations. For further details or a tour, contact our office at 616.949.1750.

Facility Rental Rates The rates include tables and chairs except Wege Plaza. A \$100 security deposit is required.	Room Dimensions In Feet	Square Feet	Resident Rate/hr	Non Resident Rate/hr	Organization Rate/hr
Wege Plaza (outdoors) Please review Wege Plaza guidelines	Multiform Shape	13,239	\$131	\$172	\$185
Program Room 101	29 x 30	870	\$41	\$53	\$58
Program Room 102	29 x 40	1,160	\$47	\$62	\$66
Program Room 101 and 102	29 x 70	2,030	\$84	\$109	\$119
Program Room 103	25 x 26	650	\$35	\$46	\$49
Program Room 105	30 x 28	840	\$41	\$53	\$58
Large Conference Room 107	24 x 19	456	\$29	\$37	\$41
Commission Chambers 201	30 x 30	900	\$41	\$53	\$58

Event supervisor(s) will be assigned to all rentals with large parties and parties during non-business hours at a rate of \$20/hour

Facility Capacities (# of people according to style of setup)	*Banquet Style	Theatre Style	Conference Style	Open Square Style	Classroom Style	U - Shape Style
Wege Plaza (outdoors)	300	400	NA	NA	NA	NA
Program Room 101	32	60	22	24	36	24
Program Room 102	48	80	38	28	45	30
Program Rooms 101 and 102	80	100	67	NA	81	NA
Program Room 103	32	40	22	19	27	18
Program Room 105	48	60	29	24	36	24
Large Conference Room 107	NA	30	14	18	18	15
Commission Chambers 201	48	60	31	25	40	21

**Tables and Chairs Available (inside use only)**

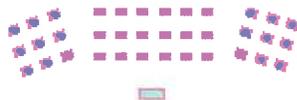
Rectangle Tables.....	30in. x 72in.....	26
Round Tables.....	60in.....	15
Chairs.....		100

NO STAGE AVAILABLE

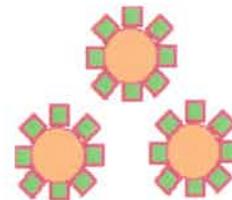
\* seating capacity may be less due to food stations and/or dance area



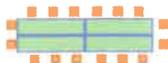
Classroom Style



Theatre Style



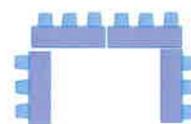
Banquet Style



Conference Style



Open Square Style



U - Shape Style