



northvilleparksandrec.org

INDOOR RENTAL GUIDE

•Edition 2, published 12.5.23

Northville Community Center, available upon request:

- Entire Building: Free Wi-Fi wireless internet connection
- Banquet: 2 Wireless Microphones, HD Projector, HDMI cords provided
- Small and Large Meeting room: HDTV for presentations, HDMI cords provided (limited availability)

Facility Rental Hours

- Northville Community Center: 7 days a week, 7am-10:30pm
- Recreation Center at Hillside:
 - During School Year: M-F, 3:30-10:30pm, Sat-Sun: 7am-10:30pm
 - Summer break: M-F, 7AM-10:30PM, Sat-Sun: 7am-10:30pm
- Open Rental Season Dates
 - January through May: October 15th
 - June through December: March 11th

Insurance

- Renter shall agree to sign a "Release of Liability" assuming responsibility for all liabilities arising because of occupancy of said facility
- Additional insurance coverage may be required, based on the nature of the event
- Certificate of insurance with endorsement covering Northville Parks and Recreation in case of accident or injury to participants (if required)
- Northville Parks and Recreation must be named as additional insured for the time of the rental in amount of \$1,000,000 or \$3,000,000 per occurrence (if required)

Security Deposit

- Security Deposit must be paid upon booking to hold rental date
- Security Deposit Return:
 - a. Returned after rental, if space is cleaned up and no damage or additional charges occurred
 - b. Tables and chairs must be clean of food and decorations
 - c. All decorations and wall hangings must be cleared from rental space
 - d. Large messes on the floor must be cleaned up. Cleaning supplies and trash bags will be provided by a building attendant.
 - e. All policies in this guide are adhered to and no damage occurs
 - f. The building attendant will dispose of full trash bags at event completion.
 - Returns via check will be issued through the mail within 2-4 weeks after processing
 - Returns via debit/credit will be issued back to original card in 1-2 days of processing

Cancellation/Refund Policy

- 1. Refund eligibility will vary based on the length of time between the cancellation request and the approved reservation:
 - If the renter requests a refund within 24 hours after receiving notice that a reservation has been approved, a full refund minus a \$15 administrative fee will be issued.
 - 30 days prior to the rental start date: 50% refund of rental fee
 - 29-15 days prior notice to the rental start date: 25% refund of rental fee
 - 14 days or less prior notice to the rental start date: NO REFUND

- 2. No refunds issued for “no-shows”
- 3. NPAR reserves the right to cancel or refuse the use of the facility to any person or organization for just cause, with or without due notice. Full refund will be issued if NPAR needs to cancel an event.
- 4. NPAR will not approve a refund or date change for shelter rental due to inclement weather.
- 5. NPAR reserves the right to close any facility at any time due to inclement weather, poor field conditions, or to move field rental locations if deemed necessary. If NPAR cancels the rental, we will make every effort to re-schedule the rental. If we are unable to re-schedule, a full refund will be issued for the cancelled reservation

Policies and Procedures

RENTAL GENERAL INFO

- 1) Rental Inquiry: Requests for facility rental must be made 30 days before the rental date. Reservations made less than 30 days may be accommodated, if staffing and scheduling allows
- 2) Long-Term Renters: Renters who book an event 4 consecutive weeks in a row will receive priority booker for next rental season.
- 3) Single-use rentals: Rental space for single use renters is open to the public on a first come-first served basis after the rental period opens.
- 4) Rented Time: Event rental time must include event set-up and tear down time; setup may not begin before rented time. Event must be continuous, unless permission is given from NPR event manager. Event space must be clean and clear of decorations food, and people by end of rental period. Overage time will be charged at the room rate and may risk security deposit being retained.
- 5) Rented space: Groups shall be restricted to the room assigned and bathrooms. If space not included in rental contract is utilized the renter will be billed for the use of that space. This amount will be deducted from the security deposit. Any amount above the security deposit will be billed directly the renter.
- 6) Room set-up: Setup must be chosen at time of booking. Chair and table setup will be completed by building staff day prior to the event.
- 7) Table linens/silverware: Renter must bring own tables linens, chair coverings, and silverware. Round banquet room tables are diameter of 60' inches.
- 8) Building furniture: Must not be moved by renter. If you need assistance, the building attendant can assist.
- 9) Parking/Exterior Use: Use of areas outside the building is restricted to the parking facilities unless specific approval is obtained prior to the event. Groups shall be responsible for control of the parking area.
- 10) Rental Age Requirement: Renters must be 21 years or older to rent a space. Anyone under 18 in your group must be supervised by minimum of 15:1 ratio of adults to minors at all times. Minors are not allowed to roam in other areas of the facility.

11) Room Capacity Fire Code: Capacity requirements must be adhered to.

DAY-OF EVENT

12) Event check-in: The day of the event, the renter must check-in and out with the building attendant on site.

13) Pre-Event: Nothing may be dropped off prior to the event. The room must be returned to its original condition before the event began at the event conclusion.

14) Room setup: Room setup instructions for tables and chairs must be provided at time of booking by selecting a specific room setup. Leaving the rental space in an unacceptable condition will result in the loss of the security deposit and affect ability to rent in the future.

5) Staff on duty: A building attendant will be on duty during all rentals. Any accidents must be reported to the building attendant immediately.

16) Decorations: All decorations must be removed before end of rental time.

·Prohibited decorations: Confetti, glitter, sparkles, birdseed, rice, flower seeds, flower petals.

·Walls: Tapes, pins, staples, adhesive are not allowed on the walls.

PROHIBITED

17) Fire prevention

·Prohibited: Candles, open flames, hot plates, table top ovens, all doors must be kept clear of chairs, tables, and decorations.

18) Smoking: Prohibited in all City facilities including parking lots. Smoking is permitted 100 feet outside of the building. Violations will result in forfeiture of your rental security deposit.

19) Event Sales: Admission fees and sales during a rental are prohibited, unless written permission is provided by NPR.

20) Logo use: Facility rental does not imply co-sponsorship by Northville Parks and Recreation, parks and rec logos or contact information are prohibited on any event publication including social media.

21) Hard balls: Prohibited in the gym and mini-gyms.

FOOD AND ALCOHOL

22) Service Pantry Kitchen Use: Kitchen rentals include warming oven, ice machine, microwave, stainless-steel prep counter, right side of refrigerator, freezer, and prep/clean up sinks. Renters must provide their own kitchen tools, utensils, and plates during their rental.

23) Alcohol Allowance policy: Alcohol is permitted at events with permission in which a limited number of guests are invited. No sales or transactions may occur at an event.

a. Public events: Involving the consumption of alcohol for a charge will require a State Liquor License and Liquor Liability Insurance in amount of \$1,000,000 or \$3,000,000 per occurrence

24) Food: Renter may bring light food, snacks, and refreshments. Events where a full meal is server or catered require the service kitchen pantry to be rented.

25) Kitchen Supplies: Use of locked kitchen utensils, paper products, and office supplies is prohibited. Fees will apply and be taken out of security deposit if these items are used.

26) Vendor/Client Relationship Renter is responsible for the policies to be followed by any subcontractors and will be held accountable for subcontractor's actions.

LAWS and CANCELLATIONS

27) Event Cancellation: Every effort will be made to provide the space to the renter that is secured. However, in the event NPR must cancel a rental due to circumstance 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.

28) Misrepresentation: Any rental that misrepresents or withholds important event details of the intent/purpose of the event shall be subject to cancellation and forfeiture of fees.

29) State & County Laws: Rentals subject to additional restrictions, changes or cancellations based on state and county guidelines. Food for sale may require a food license from Wayne County Health Department.

30) Lost Items: Northville Parks and Recreation is not responsible for lost, stolen or damaged personal property incurred during facility rental.

31) Release of Liability: Northville Parks and Rec assumes no responsibility for accidents, injuries, lost or damaged articles while attending a meeting or a rental group event.

32) Building closed? Please call or text Connor Adams at 248-305-0066 and/or Nate Reilly at 248-508-5314

How to book a rental

