



COMMUNITY CENTER RULES & REGULATIONS

City of Oak Park – Recreation Department
14300 Oak Park Blvd.
Oak Park, MI 48237

PHONE: 248-691-7555 - EMAIL: recoffice@oakparkmi.gov

Office Hours: Monday – Thursday from 9 am – 1pm & 2 pm – 5 pm
Every other Friday from 8 am – 4 pm

The City of Oak Park Recreation Department is responsible for the operations of the Oak Park Community Center. The City of Oak Park Recreation Department reserves the right to cancel or deny use with or without due notice, and to limit the frequency of the building use by any group or organization if the Department determines that the applicant has violated the rental policy or has denied to others their fair use of the building.

The City of Oak Park Recreation Department programs and activities shall have preference over the use of the entire Community Center facilities.

All groups MUST observe the following rules and regulations. Failure to comply with all agreements herein or falsification of any information will be grounds for denial of the rental request or any future room rental requests.

The person(s) filling out the application and those responsible for the rental must be at least 21 years of age. A copy of the driver license of the applicant will be taken at the time of application.

The person signing the rental contract must be present in the building at all times during the rental. All rental groups using the building must provide the supervision of a responsible adult, 21 years of age or older, at all times during building rental.

The City of Oak Park Recreation Department assumes no responsibility, financial or otherwise, for any property loss, damages, accidents or injuries sustained by the person(s) or group using the facilities and is released from any and all such claims for damages of any nature.

In the event of a medical emergency or if medical attention is required, the group will have access to a telephone to call 911. Transportation is NOT provided.

All rental parties MUST have the room cleaned up and be ready to exit the building by the time their rental ends (i.e., if your paid rental time is from 4 pm – 8 pm – then you need to be out of the building by 8 pm – NO EXCEPTIONS!)

The applicant is responsible for clean-up of the building. The building must be left in the same condition that it was found...removal of all decorations, tables/chairs and floors must be clean when your group leaves. The kitchen, if utilized, it must be cleaned.

Use of the kitchen requires an additional fee – rental parties may NOT utilize the kitchen without first reserving and paying the rental fee. Kitchen is rented on a first come – first served basis.

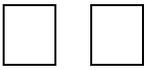
The kitchen is not a commercial type facility. Kitchen use is restricted to basic setup and warm up ONLY. NO ACTUAL COOKING IS PERMITTED. Please monitor any food that is being

warmed on those appliances as the City of Oak park assumes no responsibility for burnt or damaged food or drink.



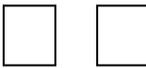
BUILDING RESTRICTIONS

- NO ALCOHOL OR ILLEGAL SUBSTANCES ALLOWED ON CITY PROPERTY!!
- No person is allowed on the premises that appears to be under the influence of alcohol or illegal drugs. SMOKING IS PROHIBITED IN THE BUILDING OR NEAR ENTRANCES.
- No gambling on premises. Solicitation of funds or commercial enterprise are not permitted on the premises. NO sales of products or services are permitted.
- No pets allowed in building – guide dogs/service dogs are allowed.
- No open flames allowed in building (no candles).
- Exits, corridors and hallways MUST be free of obstructions at all times.
- Tables are not allowed to be placed in the hallway outside activity rooms by order of the Fire Marshall. If more space is needed, groups may rent an additional room (if available) at the appropriate fee.
- Maximum capacity numbers must be observed. Persons may never stand in the aisles or exits.
- Once the room you have rented is setup (according to the floor plan YOU provide), there is no rearranging of the room allowed the day of the event. Building monitors WILL enforce this!
- No excessive noise, no profanity...orderly behavior at all times! If a DJ is present at your event, the noise level MUST be kept to an acceptable limit so as to not disturb other events in the facility.
- No illegal activity at any time. Must adhere to all City, State and Federal laws.
- Your event must be of a nature suitable for a public facility. Political promotion permitted only in designated rooms. Such political promotions shall not interfere with regular programs or activities. Charter groups may hold Bingo, provided they have a license on file with the State of Michigan when presenting rental application for approval. A copy of the license shall be provided to the Recreation Department at time of application.
- You MUST accept the building monitor as the Recreation Department spokesperson during rental. You MUST follow and accept building monitor's instructions.
- Rental groups are prohibited from using any City of Oak Park Recreation Department items in the building (i.e., coolers, utensils, steam tables, paper products, etc.)
- The Recreation Department and/or their designate reserves the right to correct any errors in rental paperwork, fees, or assigned rooms at no expense to the Recreation Department or the City of Oak Park.



DECORATIONS

- **ALL decorations must be free-standing.** There shall be nothing attached to walls, ceilings, floor, windows, etc. The use of nails, tacks, staples, tape, poster putty, Command strips or glue to fasten, hang or stick any objects to any surface in or out of the building is PROHIBITED!
- Electrical decorations and extension cords/surge protectors must be flame proofed. UL approved material only!
- NO open flames/candles!
- NO Glitter or confetti allowed.
- Bounce houses are PROHIBITED in the Community Center. They may only be utilized with a shelter rental in Shephard Park.
- ALL decorations must be removed and disposed of after the event. Failure to fully clean the room you have rented may result in a loss of all or part of your security deposit.



SWEET 16 PARTY

- A \$1,000.00 damage deposit is required to secure a room rental at the Community Center for a Sweet 16 birthday party.
- The required ratio of attendance is 1 adult for every 8 teens
- Two (2) security guards will be hired by the Recreation Department for youth rentals.
- The security guard fees will be paid for by the rental group – approximately \$300.00.
- No commercial “concerts” (rock or rap) permitted.
- Rental groups are expected to have at least one (1) adult at the entrance to the room approving admission of the teens into the event.
- All other rules and regulations as stated in this document apply.

Reserving Activity Rooms A, B, C or Senior Lounge

- **A \$150.00 Damage Deposit is required with the Contract when reserving the room. If paid by check, made payable to the City of Oak Park.** This check will be cashed. \$150.00 deposit will be mailed within 30 working days after the Center has been checked for damages or undue maintenance issues, or abuse of extended hours. If damage occurs during the rental, money will be subtracted to cover the cost of repairs. If rental exceeds the designated time period appropriate deductions per hour will be made.
- **If a rental is made less than 6 weeks prior to the requested rental date, the \$150.00 damage deposit & the full rental fee must be paid at the time of reservation.** Rental Fee must be paid in full 6 weeks prior to the rental date or the Recreation Department reserves the right to cancel and/or re-book the date for another customer.

- Rentals requested with less than 3 weeks notice depend on availability of a Building Monitor.
- Any changes to initial request must be submitted 1 week prior to the rental and approval is contingent upon facility space and staff availability.

Reserving Conference Rooms 2 – 4

- **All room rentals must be paid in FULL on the day of booking. Any special accommodation must be approved by the Recreation Director**
- If damage occurs during the rental, a cost for repairs invoice will be sent out.
- If rental exceeds the designated time period appropriate rates will apply.
- All room rentals made on short notice (3 weeks or less) is contingent on the availability of **building monitors**.
- Conference Rooms can be booked on weekends, **only** when an Activity A or B has been reserved or the minimum fee of \$220 is paid.
- Any changes to initial request must be submitted 1 week prior to the rental and approval is contingent upon facility space and staff availability.

Cancellations procedures for Activities Room A, B, C or Senior Lounge & Conference Rooms 1-4 - (Activity Rooms A, B, C or Senior Lounge)

- A 48 hour grace period is allowed from the date contract is signed on all cancellations, total fees paid, including deposit, is refundable.
- All requests for cancellation after 48 hours and up to 14 days before the rental date will be charged 50% of the total rental fee paid and 50% of deposit.
- Cancellations 13 days or less prior to the event, group will forfeit the \$150.00 deposit and the entire rental fee paid.