



17150 Waterloo  
 Grosse Pointe, MI 48230  
 Phone: 313.885.4600  
 www.neighborhoodclub.org  
**Return completed form to:**  
 Kevin@neighborhoodclub.org

<input type="checkbox"/>	<input type="checkbox"/>	<b>ONGOING</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>One Time Use</b>

# Recreation and Wellness Center Room Reservation Form

Guest/Organization Name: \_\_\_\_\_ Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List all date(s) requested: \_\_\_\_\_ Room(s) requested: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Note:** You will be billed from time of room setup through breakdown/clean up (½ hour prior to event start time and ½ hour after event end time). Refer to Facility Rental Information for any additional staffing fees that may apply.

**Event Head Count:** \_\_\_\_\_ **Purpose of Event:** \_\_\_\_\_

<b>Room Setup:</b>	<b>Board Room Capacity Capacity – 625 sf (carpet flooring)</b>	<b>Manoogian Room Capacity – 625 sf (carpet flooring)</b>	<b>Both Board and Manoogian Rooms (1250 sf)</b>	<b>Community Room Capacity - 500 sf (linoleum floor)</b>
<input type="checkbox"/> Theater (chairs w/head table)	30	30	65	20
<input type="checkbox"/> School Room (w/head table)	32	32	50	16
<input type="checkbox"/> U-Shape	18	18	34	16
<input type="checkbox"/> Hollow Square	24	24	40	20
<input type="checkbox"/> Conference	14	14	18	16
<input type="checkbox"/> Other _____			(staff will contact you to verify set up)	

**NOTE: seminar tables in conference rooms are 5 feet in length; two chairs per table (4' in Community Room)**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>➤ Do you require access for a PowerPoint presentation?</li> <li>➤ Are you bringing your own HDMI connection?</li> <li>➤ What type of computer do you have (<i>so proper access connections can be provided</i>)?</li> <li>➤ Do you require a podium?</li> </ul> | <p><b>YES</b>      <b>NO</b></p> <p><b>YES</b>      <b>NO</b></p> <hr/> <p><b>YES</b>      <b>NO</b></p> |
|--|--|

**Do you plan to have food?**      **Yes**      **No**      **If yes, please list type (snacks, meal, etc...)** \_\_\_\_\_

**Cost:** \$50 for first two hours; \$15 per hour for each additional hour. If both conference rooms are reserved, cost is \$80 for first two hours; \$25 for each additional hour.

**IMPORTANT INFORMATION**

*Room requests must be received at least two weeks in advance of meeting. Final room payment is expected 10 days prior to the event and credit cards will be billed unless other arrangements have been made. Please make checks payable to Neighborhood Club*

**CREDIT CARD NUMBER (required):** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

The required credit card listed above will be used to pay for all charges, damages, incidentals, and additional charges associated with this room reservation.

**LIABILITY WAIVER/INDEMNIFICATION AGREEMENT**

I have received, read, understand and agree to comply with the Neighborhood Club's rules and regulations on the use of meeting rooms. I hereby fully release and discharge the Neighborhood Club, its officers, agents and employees from any and all claims from injuries, including death, damage or loss, which may arise, or which may be alleged to have arisen out of, or in connection with the above meeting in the Neighborhood Club Recreation and Wellness Center. I further agree to indemnify and hold harmless and defend the Neighborhood Club its officers, agents and employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting/event in the Neighborhood Club Recreation and Wellness Center.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_  
*Signature authorizes the Neighborhood Club to charge your credit card for costs and expense incurred after initial payment*

**FOR OFFICE USE ONLY:**

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Room Assigned \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Balance Due \_\_\_\_\_

# FACILITY RESERVATION POLICIES

## Availability

1. The reservation and allocation of space in the Neighborhood Club Recreation and Wellness Center shall be restricted to the following groups in the following order: programs sponsored by the Neighborhood Club and/or its tenant; then all other groups and organizations in the community.
2. Representatives reserving space must be at least 21 years of age. No reservations will be issued for meetings or parties of minors unless chaperoned by at least one individual over the age of 21 and signed for by the responsible party. There must be one chaperone for every 15 minors. All children must remain in the rented room(s) and are not allowed to roam unsupervised including the hallways of facility.
3. Reserving space to conduct services, programs or events that are like, or in conflict with, the Neighborhood Club or its tenant is prohibited.

## Priority

1. Groups using the building on a regular basis (monthly meetings, etc.) shall be given priority to reschedule reservations for the upcoming year, which begins September 1 and ends August 31. Renewal applications will be mailed to such groups on or about May 15 and must be returned to the Neighborhood Club on or about July 1. Priority will be given to returning groups, but this space will not be held beyond the stated deadline for renewal.
2. New reservation permits will be scheduled after July 1.
3. Groups who have been in violation of a Neighborhood Club policy may lose their status as a returning member and placement in the priority list.
4. Rooms are assigned according to the number of guests and type of function. The Facility Manager reserves the right to substitute a comparable room at any time for the function to maximize facility usage.

## Reservation Procedure

1. Reservation requests must be filed with the Neighborhood Club at least two weeks prior to the date requested.
2. Reservations requested outside of normal operating hours must be received one month in advance. The reservation time shall include all preparations, activities, clean up and restoration. Rental fees are based on the entire time a room is used, including set-up and clean-up.
3. Organizations may be required to provide proof of liability insurance naming the Neighborhood Club as "Additional Insured" for the event.
4. Upon approval, a confirmation of the reservation will be emailed to the applicant and serve as the official document.

## Preparations

1. All furniture, equipment, decorations, and other needs shall be detailed in the room permit and approved in advance. Use of special equipment may result in additional charges. Special permission from the Neighborhood Club is required to post signs promoting the event.
2. Groups utilizing audio-visual equipment must know how to operate said equipment. A staff person is not provided to operate audio-visual equipment.
3. Staff will set up the room according to instructions listed on the permit. Additional set up/changes made on the day of the event will be the responsibility of the applicant.
4. The following fire prevention regulations must be observed:
  - a. The use of open flames such as lighted candles is prohibited (exception – birthday candles). Candles must be protected by a glass enclosure and approved by the Grosse Pointe Fire Department. Electrical extensions and decorations must be without exposed wire and UL approved.
  - b. Decorations such as posters and banners require special permission. Flammable decorations such as straw, leaves excelsior or streamers are not permitted nor are paper lanterns or draped lamps. Smoke, fog or bubbles are not allowed.
  - c. Corridors exits, and stairways must always be free of obstructions. Exits are to be lighted when the room is in use. People may stand in a meeting room only behind the last row of seats, but never in aisle or exit doorways.
5. Groups should check in at the Administration Desk. Staff members are available to conduct a room inspection prior to the start of the rental to ensure cleanliness.
6. Groups are restricted to the room assigned, except for the use of restrooms, lobby or common areas.
7. Security may be required at the discretion of the Neighborhood Club. All costs are the responsibility of the applicant.

## Use

1. Alcohol and tobacco products are prohibited in the Neighborhood Club Recreation and Wellness Center.
2. Groups must follow established policies for the facility. Violation of such policies or misrepresentation of use may be cause for immediate cancellation of rental and suspension of facility usage request for up to one year.
3. **No tape, sparkles, glitter, confetti, pins, staples or adhesive are allowed on the walls of facility. The Rental Representative is responsible for insuring that all rules and regulations are followed.**
4. **DO NOT DISCONNECT ANY WIRE CONNECTIONS FROM TV'S IN ROOM!**
5. The Neighborhood Club will not accept deliveries or store items in advance of an event. All items must be removed at the end of the rental event.
6. Refer to the Room Rental Information form for rooms available to rent, size and approximate capacity.
7. Rentals shall not infringe or restrict the use of the facility by other groups or individuals.
8. Only music suitable for a public facility will be allowed and its volume is subject to control by Neighborhood Club staff.
9. During inclement weather, groups may be required to move to other areas of the building. All normal activity will cease during tornado warnings, etc.
10. Staff photographers commonly take photos of events at the Neighborhood Club for use in promotional materials. If you prefer not to be included, please inform the photographer prior to being photographed.

## Clean-Up

1. Clean-up shall be performed during the approved rental time.
2. The group is responsible for restoring the room to its original condition at the end of the rental. All trash, decorations, food and debris must be placed in the receptacle. Failure to properly restore the facility will result in an additional charge and/or loss of facility use privileges. Any damages to the building and/or grounds will be charged to the Rental Representative signing the contract.
3. Groups will be charged full replacement costs for missing or damaged property belonging to the Neighborhood Club.
4. Neighborhood Club staff may inspect the room when the clean-up is complete.

## Fees

1. Full rental payment is due at the time of reservation.
3. Additional fees incurred during the event must be paid at the end of the event.
4. Cancellation requests must be submitted at least 5 days before the event to receive a refund (less the deposit) on the event.

