

**Community Building and Kerby Orten Field House Reservations  
City of Grosse Pointe Farms**

**Department of Parks and Recreation**

The following Reservation Policies have been established by the City of Grosse Pointe Farms in connection with the use and rental of the Pier Park Community Building and Kerby Orten Field House. These policies govern the issuance of rental reservations for such facilities by the Parks and Recreation Department. The City Manager and City Council are authorized to approve exceptions to these policies in special situations.

**I. Eligibility for Rental of the Community Building or Kerby Orten Field House**

- a. The Community Building and Kerby Orten Field House may be rented only by adult residents of Grosse Pointe Farms who are at least twenty-one (21) years of age.
- b. All rental applications must be approved by the Director of Parks and Recreation or his/her designated representative.

**II. Priorities, Certain Restrictions and Park Pass Punch Use**

- a. City-sponsored activities or special events will take priority over all rentals.
- b. No rentals will be allowed during the Memorial Day weekend, the Independence Day holiday and Independence Day Weekend, the Labor Day weekend, Ice Cream Social, Regatta/Fireworks Day, Outdoor Movie Nights, Home Swim Meets, Swim Team Banquet Evening, Synchronized Swim Show, Fishing Rodeo, Family Campout, and other days associated with special events as determined by the City.
- c. The following rental activities are NOT allowed: For-profit activities or fundraisers (including fundraisers for political as well as non-profit events); any use involving illegal activities; any activity or use deemed to be inappropriate by the Director of Parks and Recreation or the City Manager.
- d. The Director of Parks and Recreation has the authority to place additional restrictions on any building or facility rentals and other facility uses if it is deemed to be in the best interest of the City or due to public safety concerns.
- e. Each Grosse Pointe Farms household is eligible for a maximum of two (2) rentals during a calendar year for any combination of the Pier Park Community Building and the Kerby Orten Field House. (Picnic Shelter, Gazebo and/or picnic reservations are separately governed by the Picnic Gathering , Shelter, and Gazebo Reservation Procedures.)
- f. No Park Pass guest punches are required with an approved rental.

### **III. Applying for a Community Building or Kerby Orten Field House Rental**

- a. Rental reservations may be requested by completing a Rental Application and paying the appropriate fee. Applications are available at the Department of Parks and Recreation Office during regular Office Hours (M-F, 8am-4pm, excluding holidays) and must be filed in person by the sponsoring resident.
- b. Rental reservations will be issued on a first-come first-served basis no more than six (6) months prior to the scheduled rental. Rental Applications will be accepted in person, starting on the first business Tuesday of each month. (For example, reservations for June will be accepted on the first business Tuesday of January, reservations for July will be accepted on the first business Tuesday of February, etc.).
- c. Reservations MUST include:
  - o A completed Rental Application signed by a sponsoring Grosse Pointe Farms resident.
  - o Check – for the deposit amount.
  - o Check - for the rental amount.
  - o The total number of expected guests, eight (8) years of age and older, (resident and non-resident) must be indicated on the application.
- d. The sponsoring resident must submit a completed floor plan, as explained by the Rental Application, no later than five (5) business days prior to the scheduled rental.
- e. The sponsoring resident must submit a printed guest list of persons, eight (8) years of age and older, in alphabetical order on standard size paper no later than five (5) business days prior to the scheduled rental. The guest list must include the following: (1) name of the sponsoring resident, (2) date and time of the function, (3) full name of each non-resident guest, (4) City of residence. Example: Joseph Smith, St. Clair Shores.

### **IV. Responsibilities of the Rental Applicant**

- a. All rental business must be conducted in person by the sponsoring Grosse Pointe Farms resident at the Parks and Recreation Office.
- b. The sponsoring resident must check in at the Parks and Recreation service counter prior to the start of the scheduled rental with identification.
- c. The sponsoring resident is fully responsible for the conduct of all guests. The sponsoring resident must be present during the entire event. If the sponsoring resident leaves prior to the end of the rental, the rental deposit will be forfeited.

- d. The sponsoring resident must accompany Pier Park staff during the checkout process and must sign a post-event checklist.
- e. All guests must be respectful to other occupants of the building.

## **V. Decorations**

- a. Only tabletop decorations are allowed.
- b. No lit candles are to be used.
- c. Any non-tabletop decorations must be pre-approved, in writing, by the Director of Parks and Recreation no later than five (5) business days prior to the scheduled rental..
- d. All decorations **MUST** be removed by the sponsoring resident. The City will dispose of any decorations not removed, and any costs of disposal will be charged to the sponsoring resident.

## **VI. Rental Hours**

- a. Rentals are available between 8:00 a.m. and midnight. The rental deposit will be forfeited if all personal belongings and/or caterer equipment and supplies are not removed by the contracted departure time.

## **VII. Set-Up, Take-Down, and Clean-Up Policy**

- a. Pier Park Staff will set up tables and chairs, as shown in a requested floor plan, within one hour prior to the commencement of the rental.
- b. The sponsoring resident is responsible for the complete clean-up of the rented area(s):
  - o All chairs must be stacked in groups of eight and placed on the hardwood floor after the floor has been swept.
  - o All counters and coffee pots must be properly cleaned.
  - o All ovens, stoves, microwaves, and sinks must be cleaned.
  - o All food and beverages must be removed from the refrigerator.
  - o All spills on floors must be mopped up.
  - o All floors must be swept, carpets vacuumed, and all trash and debris properly disposed of.
  - o All trash must be disposed of in the maintenance area and new trash bags must be inserted in the trash containers.
  - o The City will provide cleaning equipment and supplies.

- c. Failure to properly clean the rental area(s) (as determined in the sole judgment of the Director of Parks and Recreation) will result in a deduction from or loss of the deposit, potential additional charges and potential forfeiture of the right of future building rentals.

#### **VIII. Alcohol Policy**

- a. Legal service of alcohol is allowed, but no alcohol may be sold.

#### **IX. Building and Equipment Damages**

- a. The sponsoring resident will be responsible for any and all damages to the property including but not limited to buildings, landscaping, equipment, and furnishings.
- b. Any damages in excess of the deposit amount will be invoiced to the sponsoring resident.
- c. The sponsoring resident is responsible for notifying Pier Park Staff of any pre-existing damages, etc., prior to the rental period.

#### **X. Use of Kitchen and Concession Area**

- a. The kitchen is only available with concurrent rental of the Community Building Great Room (including payment of a kitchen rental fee).
- b. The Community Building kitchen is classified as a “**warming kitchen.**” Available appliances include a commercial stove, oven, warming trays, microwave, and refrigerator/freezer; all appliances must be properly cleaned after use.
- c. All food must be prepared prior to arrival at the Community Building. All kitchen serving tools, flatware, plates, cups, etc. are to be provided by the renter.
- d. The Kerby Orten Field House concession area may be available during rentals based upon seasonal opportunity as determined by the Director of Parks and Recreation.

#### **XI. Use of Screened Porch and Veranda**

- a. Use of the screened porch and veranda are not included in any Community Building rental. These areas may be used to sit and eat in, but no tables, decorations, table cloths, music equipment, food service, etc. from the rental function may be put in these areas. These areas are to be free for all residents and their guests to use.

## **XII. Use of Community Building's Moran Lakeview and Parkview Room**

- a. These rooms are available to adult residents for open use (such as card playing) upon request to the Director of Parks and Recreation
- b. No food or beverages are allowed in these rooms unless specific prior authorization is given by the Director of Parks and Recreation or the City Manager.
- c. Limited rentals for these rooms may be authorized upon request to the Director of Parks and Recreation or the City Manager.

## **XIII. Use of Community Building Conference Room**

- a. The Conference Room may be available upon request to the Director of Parks and Recreation for meetings only. Food is not to be served in the Conference Room.

## **XIV. No Smoking Policy**

- a. All City Buildings and enclosed structures are **Smoke Free Buildings**; including the Community Building and its Screened Porch, Veranda, and 2<sup>nd</sup> Floor viewing deck, and the Kerby Orten Field House as well as the patio area.

## **XV. Supervision of Minors**

- a. At least one adult chaperone of at least twenty-one (21) years of age must accompany all youth under the age of eighteen (18) who are using the Community Building's 2<sup>nd</sup> floor Game Room and viewing deck.
- b. At least one adult chaperone, at least twenty-one (21) years of age, must be present for every five (5) children under the age of twelve (12) during rental of the Community Building and Kerby Orten Field House.

## **XVI. Restrictive Parking and General Parking**

- a. Parking is limited in front of the Community Building between May 1<sup>st</sup> – September 30<sup>th</sup>, and other days as deemed appropriate by the Director of Parks and Recreation.
- b. During this period, parking is intended for one or two supply vehicles and caterers. These vehicles will be escorted from the main parking lot by Park Staff.

- c. Handicapped guests and elderly guests who are unable to walk from the main parking lot to the Community Building will be escorted from the main parking lot to the Community Building by Park staff or may request to be picked up and driven to the Community Building by Park Staff in the City's golf cart.
- d. Unless otherwise designated, parking is not allowed in the Department of Public Works (DPW) parking adjacent to the Kerby Orten Field House during DPW working hours (7am – 3pm, M-F).

**XVII. Cancellation and Refund Policy**

- a. Rental cancellation refund requests for rental fees and deposits will be considered only when made in writing by the sponsoring resident.
- b. Both the rental fee and deposit may be refunded if the written cancellation notice is received more than two (2) months prior to the scheduled rental.
- c. The rental fee may be refunded if the written cancellation notice is received less than two (2) months before the scheduled rental if the City is able to schedule a substitute rental.
- d. Any request to reschedule an approved rental contract to another date will be considered a cancellation.

**XIX. Loss of Park Privileges**

- a. In accordance with City Ordinance 8-04, Section 4. no person while in or about the parks of the City shall engage in any conduct threatening, endangering or impairing the safety, health or comfort of others, or shall indulge in profane or indecent language, or any improper or indecent conduct, or any unduly boisterous or offensive conduct of any character.