

Pier Park Community Building & Kerby Orten Field House

Rental Policies and Procedures

Rental Reservations and Approval

- All rental business must be conducted by the sponsoring Grosse Pointe Farms resident.
- The sponsoring resident must be present during the times of rental and is fully responsible for the proper conduct of all guests.
- Reservations **CANNOT be made more than six (6) months prior** to the scheduled function. (For example, reservations for June will be accepted on the first business day of January, reservations for July will be accepted on the first business day of February, etc., on a first-come first-served basis.)
- Full Community Building rentals will be considered by the City. If interested, please call the Parks and Recreation Office for complete details.
- Reservations **MUST** include ~
 - A completed **Building Rental Application** signed by a Grosse Pointe Farms resident.
 - Policies and Procedures with the sponsoring residents initials in each outlined section.
 - 2 checks ≈ 1 for the Rental Amount and 1 for the Deposit Amount.
 - The number of expected guests is to be indicated on the application.
 - A non-resident guest list with names in alphabetical order and a completed floor plan must be submitted no later than one week before the scheduled event.
 - Applications for rentals must be approved by the Director of Parks and Recreation, or designee.

Non-Approved Activities and Functions

The following activities are **NOT** allowed ~

- For Profit Activities
- Political Fund Raisers
- Any Use Involving Illegal Activities
- Business or business organizations for conducting business
- Any Activity or Use Deemed Inappropriate by the Director of Parks and Recreation or the City Manager.

Rental Hours and Use

- Rentals are available from 8:00 a.m. until midnight. Groups that do not vacate the building by their contracted departure time will be assessed additional fees to be deducted from their deposit.
- There may or may not be concurrent events and rentals in other parts of the building, respect for the use of other areas of the building is essential.

Use of Screened Porch and Veranda

- The screened porch and veranda are not included in any rentals. These areas may be used to sit and eat in, but no tables, decorations, table cloths, music equipment, or food service, etc. from parties may be put in these areas. These areas are to be free for all residents and park visitors to use.

Cancellation and Refund Policy

- Refund requests will be considered **only when in writing**.
 - Both the rental and deposit will be refunded if a written cancellation notice is received more than two (2) months prior to the scheduled event.
 - The rental fee will only be refunded for cancellation notices received two (2) months or less if the City is able to schedule another rental in its place.
 - Requests to transfer an approved rental contract to another date will be considered a cancellation. This must be in writing and any refunds will be determined the same as regular cancellation.

Set-Up, Take-Down, and Clean-Up Policy

- Pier Park Staff will set-up tables and chairs, as shown in your floor plan, no later than one hour prior to the scheduled arrival time and will take down tables and chairs after the function is completed.
- The sponsoring resident must accompany building staff during the check-out process and sign the post event checklist.
- The sponsoring resident or group is responsible for the complete clean-up of the areas rented.
 - All counters and coffee pots must be properly cleaned.
 - All ovens, stoves, microwaves, and sinks must be cleaned.
 - All food and beverages must be removed from the refrigerator.
 - All spills on floors must be mopped up.
 - All floors must be swept and carpets vacuumed of all trash and debris and properly disposed of.
 - All trash must be disposed of in the maintenance area and new trash bags must be inserted in the trash containers.
 - The City will provide the cleaning equipment and supplies.
- Failure to properly clean the areas used will result in deductions up to the full amount of the deposit and potential forfeiture of the right of future building rentals.

Building and Equipment Damages

- The sponsoring resident and/or group will be responsible for any and all damages to the property including buildings, equipment, and furnishings.
- Any damages in excess of the deposit amount will be invoiced to the sponsoring resident and/or guest.
- The sponsoring resident is responsible for notifying Park Staff of any pre-existing damages, etc. prior to their rental period.

Approved Individual or Group Rentals

- City sponsored activities or special events will take priority over all rentals.
- No rentals are available Memorial Day and Labor Day weekends (including Saturday, Sunday, and Monday) or the 4th of July, or on the Saturday and Sunday of the 4th of July weekend, if the 4th of July is on either a Friday or Monday.
- The following policies apply to rentals ≈
 - Rentals are only available to residents, service organizations, or other organizations of Grosse Pointe Farms.
 - Park pass punches are required for non-resident guests, except for rentals that have more than 50% of guests residing in Grosse Pointe Farms.
 - The sponsoring resident must check in at the Parks and Recreation service counter prior to the start of the scheduled rental with identification and present their park passes to be punched.
 - Rentals are available to Grosse Pointe Farms non-profit organizations, and residents of Grosse Pointe Farms can sponsor other non-profit organizations.
 - Grosse Pointe Farms service organizations can schedule rentals for regularly scheduled meetings up to six months in advance, but the City reserves the right to cancel that meeting up to two months prior to the scheduled meeting date for either City or resident functions.
 - The City may limit the number of rental functions by residents for non-resident use during any one year.
 - Rental fees are not reduced for non-profit organizations, service organizations, or other organizations of Grosse Pointe Farms.
 - Appeals for rentals can be made to the Parks and Harbor Committee. The City Manager or the City Council may grant exceptions for other rentals with a written request from an individual or group.

Use of Community Building's Moran Lakeview and Parkview Room

- Available to adult residents for open use upon request for activities such as card playing.
- No food or beverages are allowed in these rooms unless specific prior authorization is given by park administration.
- Not available for picnics.
- The City may allow limited rentals for these rooms upon authorization from the Director of Parks and Recreation or the City Manager.

Music and Sound Levels

- Groups must **NOT** exceed sound levels that are disruptive to other residents or groups using the building, park or field.

Alcohol Policy

- Legal serving of alcohol is allowed, but no alcohol can be sold.

Page Four ≈ Rental Policies and Procedures

No Smoking Policy

- City Buildings are **Smoke Free Buildings**, this includes the Community Building's Screened Porch, Veranda, 2nd Floor viewing deck, and Kerby Orten Field House's patio area. Smoking will be allowed outdoors beyond these areas.

Decorations

- Only table top decorations are allowed.
- Any additional type of decorations must be pre-approved by the Director of Parks and Recreation.
- No lit candles are to be used for decorative purposes.
- All decorations **MUST** be removed by the sponsoring resident/organization.

Supervision and Chaperone Requirements

- A chaperone, at least 21 years of age, must accompany all youth using the 2nd floor Game Room in the Community Building.
- Any youth groups using the building must have an adequate number of responsible adult chaperones who are at least 21 years of age.
- Chaperone requirements will be determined by the Director of Parks and Recreation at the time of application.

Kitchen and Concession Use

- The kitchen is only available for groups renting the Community Building Great Room with the proper kitchen rental fee.
- The kitchen is classified as a “**warming kitchen**”. Available appliances are a commercial stove, oven, microwave, and refrigerator, which must be properly cleaned after use.
- 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.
- The Kerby Orten Field House concession area may be available during rentals, except when it is being used by or for other authorized organizations/groups.

Restrictive Parking and General Parking

- **Parking is limited in front of the Community Building between Memorial Day Weekend through the last day that the pool(s) are open for swimming due to the amount of children in the Park.** During this period, parking is intended for one (1) to two (2) supply vehicles, handicapped guests and elderly guests who cannot walk from the main parking lot. These vehicles are to be escorted from the main parking lot by Park Staff.
- Parking is not allowed in the Department of Public Works (DPW) parking lot for the Kerby Orten Field House during DPW working hours.

Other Restrictions

- 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.
- Persons using the buildings and other park facilities must obey reasonable requests by authorized Parks and Recreation employees.
- Applications will be considered only when fully completed, including the receipt of the deposit and rental fees.
- Completed applications will be processed on a “first-come first-served” basis.
- Consideration will be given to avoid monopolization of the Community Building by any particular individual or organization.
- The screened porch and veranda are **not included** in any room rentals.
- The Conference Room is for meetings only. Food is not to be served in the Conference Room without specific prior authorization from park administration.

Approved by City Council at the November 13, 2006 Council Meeting