



City Of Madison Heights Meeting Room Application

RECREATION DEPARTMENT
300 W. Thirteen Mile Rd., Madison Heights, MI 48071
(248) 589-2294

APPROVED BY: _____
CHARGES: _____
DATE: _____

ORGANIZATION _____ CONTACT PERSON _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ BUSINESS PHONE _____

April, May, June _____

Starting in MARCH requests are accepted for the quarter above. Reservation for only twice a month for a 3 month period.
List each date and time the room is needed. (Include your preparation time.)

DATE _____ TIME _____ TO _____ DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____ DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____ DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____ DATE _____ TIME _____ TO _____

Library Hours: Mon, Tues & Thurs: 9:00 am – 8:00 pm / Wed & Fri: 9:00 am – 5:00 pm / Sat: 11:00 am – 5:00 pm
Sun: CLOSED

Fire Department Hours: Mon–Fri 5:00 pm – 9:00 pm / Saturday 12 noon – 8:00 pm / Sunday: CLOSED

LIBRARY/BRECKENRIDGE ROOM FIRE DEPARTMENT ROOM (classroom style ONLY)

OTHER: _____

ANTICIPATED ATTENDANCE: _____

Room set up, take down and clean up is your responsibility. Tables and Chairs will be available in the room selected for your set up. Please be sure to allow enough time for your set up and clean up. Special Service request(s) for the Breckenridge Room Only such as TV MONITOR/DVD/VCR, etc. may be made directly with the Library by calling 248-588-7763.

PURPOSE OF MEETING: _____

I have read the policies and procedures on the reverse side of this sheet and agree to all the arrangements stated. I further state that I have the authority to sign this application for the above named organization.

SIGNATURE OF APPLICANT _____ DATE _____

PROCEDURES AND OPERATING POLICIES

(effective March 1, 1981)

1. All City programs and activities shall have preference at Breckenridge Room and Fire Department Room facilities. The Recreation Department reserves the right to cancel any meeting room reservation to hold a City-sponsored activity.
2. All Madison Heights organizations shall have preference over non-resident groups.
3. Reservation requests must be submitted on the proper application form, preferably one month in advance, to the Recreation Department.
4. A cancellation fee of \$10.00 will be assessed to all organizations who fail to give at least 24 hours notice, during business hours, of a cancellation.
5. Organizations shall not be permitted to store items in the building without the consent of the Recreation Department.
6. Organizations shall not be regularly scheduled more than two evenings per month.
7. No gambling or alcoholic beverages are permitted in the buildings. All City Meeting Rooms are non-smoking.
8. Solicitation of funds is not permitted. No political signs outside of Rental Room or Building.
9. All Rooms MUST BE VACATED BY time of close.
10. Groups comprised of 17 years olds and younger must have an adult present for 20 persons or less. One more adult will be required for each additional 20 children or fraction thereof. The person filling out this application and responsible for the group must be over 18 years or age.
11. Organizations will be billed for any loss, or breakage of equipment.
12. The meetings must be opened to the general public.
13. City facilities are closed on Sundays and City holidays for all meetings.
14. The City of Madison Heights assumes no responsibility, financial or otherwise, for loss of property, accidents, or injuries sustained by individuals or groups of individuals using the facilities.

Library Breckenridge Room located in the Library, 240 W. 13 Mile Road, Madison Heights—enter through north doors.
Hours: Mon, Tues, & Thurs: 9:00 am – 8:00 p.m. / Wed & Fri: 9:00 am – 5:00 pm / Sat: 10:00am – 5:00 pm /
Sun: CLOSED

Room Capacity: 50

Fire Department Room located at 31313 Brush, Madison Heights – enter through south door main entrance.
Hours: Mon – Fri: 5:00 – 9:00 pm / Sat: 12 noon – 8:00 pm / Sun: CLOSED

Room Capacity: 50 (classroom style only)