

City Of Madison Heights Park Building Application

DEPARTMENT OF PUBLIC SERVICES

801 Ajax Drive

Madison Heights, MI 48071

(248) 589-2294 / DPS@madison-heights.org

CONTACT PERSON: _____ EVENT: _____

NAME OF GROUP (if applicable): _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ DOB: _____ EMAIL ADDRESS: _____

DATE: _____ TIME: _____ ANTICIPATED ATTENDANCE: _____

REFUND CHECK MADE PAYABLE TO AND ADDRESS: _____

_____ CIVIC CENTER PARK BUILDING - 360 W. Thirteen Mile (Max 30) – 6 Tables and 30 chairs available

_____ ROSIE'S PARK BUILDING - 1111 E. Farnum Ave (Max 25) – 4 Tables and 25 chairs available

_____ YOUTH SOCCER COMPLEX* - 29601 John R (Max 50) – 10 Tables and 50 chairs available

*Limited availability – please contact DPS to confirm. Available during the week, but only on weekends mid-June – Labor Day.

Room set up, take down and clean up is your responsibility, please be sure to allow enough time for your set up and clean up when reserving. All garbage receptacles need to be emptied by throwing garbage bags into the dumpster OUTSIDE of the building as part of your clean up. Tables and Chairs will be available in the room selected for your set up. All buildings have a utility sink and a bathroom. There is not a kitchen or cooking capabilities.

Rental Fees Due at Time of Reservation:

Residents: \$50 per every 2 hours with \$100 refundable damage deposit

Non-Residents: \$100 per every 2 hours with \$100 refundable damage deposit

If you are having trouble getting into the building, you can call the non-emergency line for the Police Department at 248-585-2100.

Please review the Procedures and Operating Policies on the reserve side and provide signature.



Madison Heights

Department of Public Services

PROCEDURES AND OPERATING POLICIES

1. All City programs and activities shall have preference at Civic Center and Rosie's facilities. The City of Madison Heights reserves the right to cancel any park building reservation to hold a City-sponsored activity.
2. Reservation requests must be in person and submitted on the proper application form, preferably one month in advance, to the Department of Public Services.
3. The building cannot be accessed prior to specified reservation request without permission.
4. Items shall not be stored in the building without the consent of the Department of Public Services.
5. A tour of the facility can be arranged prior to an event by emailing recreation@madison-heights.org.
6. No gambling, smoking, or alcoholic beverages are permitted in the buildings.
7. Solicitation of funds is not permitted. No political signs outside of Building.
8. Building MUST BE VACATED AND LOCKED BY end of event.
9. Groups comprised of 17-year-olds and younger must have an adult present for 20 persons or less. One adult will be required for every 10 minors. The person filling out this application and responsible for the group must be over 18 years of age.
10. If the building is not left in the condition it was found, including removing garbage from receptacles, then the renter forfeits their full deposit. Renters will be billed for any loss, or breakage of equipment that exceeds deposit.
11. To ensure a quality rental experience, we allow one rental per weekend.
12. 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.
13. Organizations shall state on any promotional material "We are not affiliated, associated, authorized, endorsed by, or in any officially connected with the City of Madison Heights, or any of its subsidiaries or its affiliates."
14. When decorating: No Confetti or glitter allowed. Only use painters tape for decorations.
15. The City reserves the right to deny any applicant use of the facility based on the type of activity or liability exposure. This permit can be revoked at any time (without refund) for non-compliance of the provisions of this rental agreement, or if the best interests of the City of Madison Heights are not served.
16. Events during the week must pick up the key the day of your event. Saturday or Sunday events must get keys before 3:30 PM on Friday. The keys must be returned to the DPS drop box located at 801 Ajax or brought to the office during business hours the following business day. Renters are responsible for picking up and dropping off keys in a timely manner or you will forfeit your deposit. No one from DPS will call to remind a renter to pick up or drop off keys.

I have read the policies and procedures and agree to all the arrangements stated. I further state that I have the authority to sign this application for the listed organization.

SIGNATURE OF APPLICANT: _____

DATE: _____