

ANN ARBOR SENIOR CENTER RESERVATION REQUEST



APPLICANT INFORMATION

Contact Name _____ Phone Number _____

Email Address _____

Address _____ State _____ Zip Code _____

EVENT/RENTAL INFORMATION

Rental fee includes 30 minutes prior to event start time for set-up and 30 minutes after event end time for clean-up

Event Date _____ Event Start Time _____ Event End Time _____

Event Type _____ Number of People Expected _____

Alcohol Permit Yes No (Only beer and wine permitted; hard liquor is prohibited)

Room Requested Conference Room Gallery Room Entire Building Refrigerator Needed Yes No

Equipment to Reserve Tables Chairs Projector Sound System Balloon Arch/Towers

ROOM RENTAL RATES - (2 HR MINIMUM)

ROOMS	RESIDENT			NON-RESIDENT		
	Resident	Long Term	SC Member	Non Resident	Long Term	SC Member
Gallery Room Area 1,400 sq. ft. / Capacity 75	\$54/hr	\$42/hr	\$42/hr	\$60/hr	\$48/hr	\$48/hr
Conference Room 530 sq. ft. / Capacity 15	\$42/hr	\$30/hr	\$30/hr	\$48/hr	\$36/hr	\$36/hr
Entire Building 2,000 sq. ft. / Capacity 106	\$72/hr	\$60/hr	\$60/hr	\$78/hr	\$66/hr	\$66/hr
Alcohol Permit	\$25			\$30		

WAIVER AND HOLD HARMLESS AGREEMENT

I understand that the City of Ann Arbor, its employees, or volunteers will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the City of Ann Arbor for any and all loss incurred by it in repairing or replacing damage to the Ann Arbor Senior Center property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the City of Ann Arbor, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules, and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental on the Ann Arbor Senior Center property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform the Ann Arbor Senior Center in writing at least 7 (seven) days prior to the event to reschedule. Drop this form off at or mail it to the Ann Arbor Senior Center, 1320 Baldwin Ave, Ann Arbor, MI 48104; or email it to Bpatton@a2gov.org.

Signature _____

Date _____

ROOM RENTAL USE GUIDELINES

A Senior Center staff member is available at all times during your scheduled reservation. It is their responsibility to open and close the facility and ensure that City policies and procedures are followed by the renter. If an emergency occurs, you must report it immediately to the staff member present.

Scheduling/Cancellations

- Rental reservations are not confirmed until the Ann Arbor Senior Center has received the signed Room Rental Reservation and Guidelines form and applicable rental fees. Additionally, a 50% deposit is required to hold the space. Full payment is due at a minimum, 1 month prior to the event.
- Cancellations requested in writing or after speaking with a staff member (this does not include leaving a voicemail) will receive the following refund: 14 days or more in advance of the rental date will receive a full refund; 8-13 days in advance of the rental date will receive a 50% refund; 7 days or less in advance of the rental date will not be eligible for a refund.
- Rental fees will be refunded if City staff must cancel the rental due to inclement weather conditions or for other reasons related to the park or facility's ability to host the rental.

Setup and Cleanup

- Renter is responsible for the setup and cleanup of their event.
- The facility must be left in the same condition as it was upon arrival.
- Any dishes used by the rental group must be cleaned, dried, and put away.
- A cleaning checklist is posted in the kitchen and must be completed by the renter and reviewed by the rental attendant before departure.
- All refuse must be removed and placed in the appropriate receptacles outside. Appropriate trash, recycle, and compost liners must be replaced in their appropriate bins.

Political Group Use of Facility

- A political candidate/group may rent the facility.

Noise Ordinance

- It is the renter's responsibility to ensure the DJ/Band/Music noise level is within volume restrictions. The Ann Arbor City Ordinance states that noise levels may NOT exceed 71 decibels and reduced to 60 decibels at 10:00 p.m. Ann Arbor Police may issue a citation, and this is grounds for immediate termination of event and forfeiture of rental fee.
- The facility is located within a residential area, and we ask that your group be courteous to our neighbors.
- Volume must be turned down if requested by the staff member.

Alcohol Permit and Regulations

- Requests for an Alcohol Permit and applicable fee are due at the time of reservation.
- The renter must be 21 or older and assumes all responsibility for any beer/wine consumption.
- Hard liquor of any kind is prohibited on the premises of the Ann Arbor Senior Center. If liquor is found, it will be disposed of immediately, and City staff may conclude the event prior to reserved time in the rental agreement resulting in a forfeiture of all rental fees and/or call the police.

Responsibility for Damage

- Renter is responsible for damages to the building, its contents, and grounds due to negligence of the group and/or anyone associated with this reservation.
- Damage fees determined by the City of Ann Arbor are the responsibility of the Renter.

Youth Supervision

- Children must be supervised at all times; including all areas of the building and outside grounds.
- Children may not be left alone in any area of the facility or outside grounds.
- An adult (18 years or older) must accompany all minors.
- Ann Arbor curfew ordinances are in effect and renter is responsible for minor children. Any citations issued by the Ann Arbor Police will be issued to the renter.

Prohibited Items

- Hard liquor is prohibited; however, beer and wine may be served upon obtaining and paying for an alcohol permit.
- Guns, smoking, and e-cigarettes are not permitted in the facility.
- Helium filled balloons must be securely tied to a weight or anchor.
- Candles, glitter, confetti, silly string, fog machines, and bubble machines are not allowed inside the Ann Arbor Senior Center.

Reminders

- Arrive and depart at the approved times.
- Groups that run over their agreed rental time will be charged 1.5 times their hourly rate.

I have read and understand the above guidelines **Signature** _____ **Date** _____

ANN ARBOR SENIOR CENTER INVENTORY



TABLES

16 White Card Tables (3x3ft; seats 4) **4 Black Card Tables** (3x3 ft; seats 4) **8 Black Banquet Tables** (8x3 ft; seats 6-8)
8 Tan Conference Tables (7x1.5 ft; can seat 4-8; 2 are often used to create 1 banquet table)

CHAIRS

72 Plastic Black Molded Chairs **20 Blue/Gray Folding Chairs** **4 Black Padded Chairs**

PARKING SPACES

4 Handicap Spaces **28 Parking Spaces (non-handicap)** **Street parking free; unlimited**

EQUIPMENT

1 Projector **1 Projector screen** **1 Bluetooth/Wireless Portable Speaker** **2 Wireless Microphones** **1 Cupcake stand**
1 Balloon arch frame **2 Balloon tower frames** **1 Electric balloon pump** **2 Manual balloon pumps** **3 Coffee Carafes**
1 Commercial Coffee Maker