

# 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 \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Event Type \_\_\_\_\_

Alcohol Permit  Yes  No (Only beer + wine permitted; hard liquor is prohibited; Permit fee: \$25, resident; \$30, nonresident)

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

Equipment to Reserve:  Projector  Sound System  Balloon Arch/Towers  Podium  Cupcake Stand  Drink Tray

## ROOM RENTAL RATES - (2 HR MINIMUM)

ROOMS	CITY OF ANN ARBOR RESIDENT			CITY OF ANN ARBOR NON-RESIDENT		
	Resident	Long Term	SC Member	Non Resident	Long Term	SC Member
<b>Evening (4 p.m. and later), Weekend, and Holiday Rates</b>						
<b>Entire Building</b> 2,000 sq. ft. / Capacity 106	\$72/hr	\$60/hr	\$60/hr	\$78/hr	\$55/hr	\$66/hr
<b>Weekday Rates (Monday-Friday, 9 a.m.-4 p.m.) Excluding Holidays</b>						
<b>Gallery Room Area</b> 1,400 sq. ft. / Capacity 75	\$54/hr	\$42/hr	\$42/hr	\$60/hr	\$48/hr	\$48/hr
<b>Conference Room</b> 530 sq. ft. / Capacity 15	\$42/hr	\$30/hr	\$30/hr	\$48/hr	\$36/hr	\$36/hr
<b>Entire Building</b> 2,000 sq. ft. / Capacity 106	\$72/hr	\$60/hr	\$60/hr	\$78/hr	\$66/hr	\$66/hr

## WAIVER AND HOLD HARMLESS AGREEMENT

I understand that the City of Ann Arbor and its employees 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, please inform the Ann Arbor Senior Center in writing at least 7 (seven) days prior to the event. Drop this form off at the Ann Arbor Senior Center, 1320 Baldwin Ave, Ann Arbor, MI 48104; or email it to

[Bpatton@a2gov.org](mailto:Bpatton@a2gov.org).

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ROOM RENTAL USE GUIDELINES

A Senior Center staff member will always be available 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: 30 days or more in advance of the rental date will receive a full refund; 14-29 days in advance of the rental date will receive a 50% refund; less than 14 days in advance of the rental date will not be eligible for a refund.
- Changing the date of an event 30 days or less of the original event date will forfeit any payment or 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

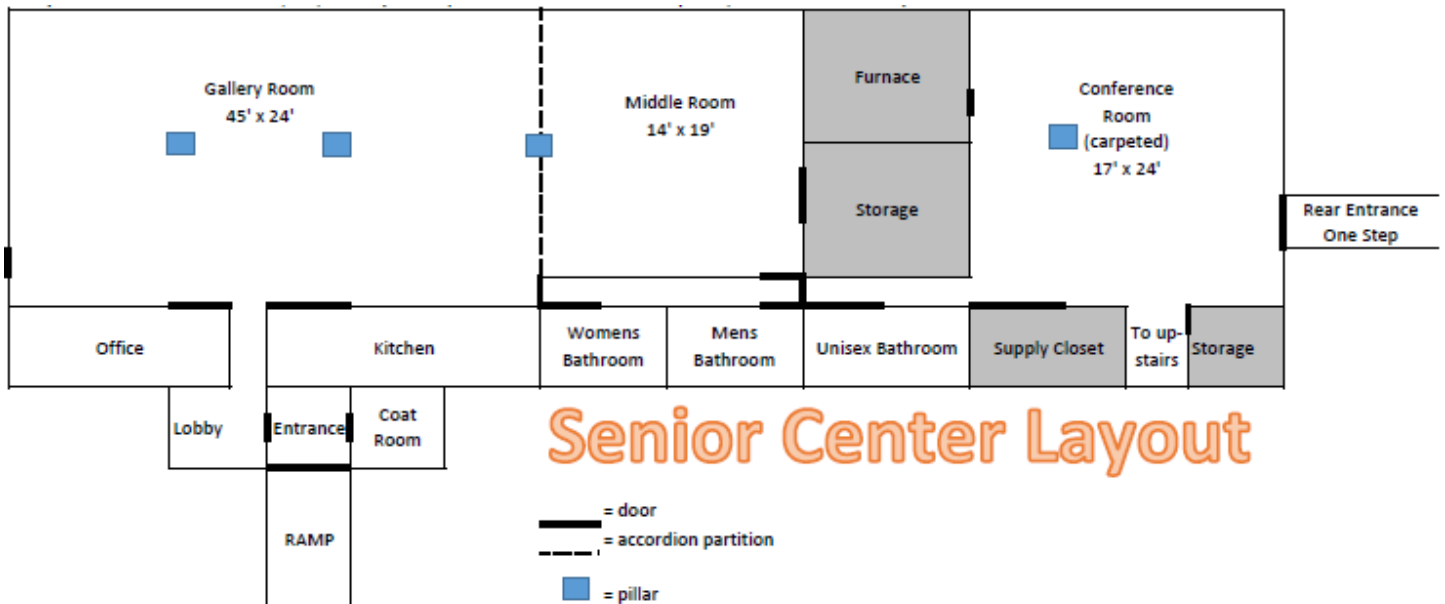
1 Projector    1 Portable Project Screen    1 Wireless Portable Speaker    2 Wireless Microphones    1 Wired Microphone  
 1 Balloon Arch Frame    2 Balloon Tower Stands    1 Electric Balloon Pump    2 Manual Balloon Pumps  
 3 Coffee Carafes    1 Commercial Coffee Maker    1 Cupcake Stand    1 Inflatable Drink Tray    1 Residential Size Fridge/Freezer

# ANN ARBOR SENIOR CENTER FLOORPLAN



## FLOORPLAN

The Gallery Room has cathedral ceilings, while the Middle Room is 7.75 feet high.  
 Pillar-related dimensions are as follows: from wall to pillar (15 ft.), pillar to pillar (14 ft.), and pillar to Middle Room (15 ft.)  
 From the back wall to the pillars, it is 9 feet and from the pillars to the office/kitchen wall it is 14 feet.



\*Gallery Room rental includes use of the Middle Room and Kitchen\*  
 \*\*Entire Building includes use of the Gallery Room, Middle Room, Conference Room, and Kitchen\*\*