

# Facility Room Rentals:

## Reservations:

1. Anyone 18 years or over interested in using the Oceola Community Center must submit an application for use to the Howell Area Parks & Recreation Authority for approval and processing. Use of only the specified facilities, dates, and times approved on the permit will be granted.
2. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority reserves the right to require sufficient time to process applications and may limit the frequency of use of the facilities. The Howell Area Parks & Recreation Authority has the final decision on the use of any facility and reserves the right to refuse use of the facilities to anyone who fails to comply with these policies.
3. The permit holder understands and agrees that if at any time the Howell Area Parks & Recreation Authority determines that the activities pose a danger to persons or property, the Howell Area Parks & Recreation Authority shall have the right to close down all or part(s) of the facility of function/event covered by this agreement. The decision of when or if to reopen the facility or function/event belongs to the Howell Area Parks & Recreation Authority. There will be no refunds to the permit holder if the facility closes for these reasons.
4. Any applicant that misrepresents its intent, purpose or the age demographic that is attending and using the facility, shall have the reservation/rental cancelled and/or event terminated and all fees shall be forfeited.
5. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority reserves the right to nullify any/all applications and agreements within a 60-day grace period of function/event to generate space for Authority functions. The permit holder understands and agrees that the Howell Area Parks & Recreation Authority will be held harmless for any loss of profits or expenditures that may originate due to cancellation.
6. The permit holder understands and agrees not to permit the use of any parts of the facility and or property to any other person, group, or corporation without the written approval of the Howell Area Parks & Recreation Authority.
7. The Howell Area Parks & Recreation Authority will provide normal facilities and equipment appropriate to the area being used (i.e. tables and chairs, restrooms, waste containers, etc.). Special equipment such as audio/visual or athletic equipment must be identified on the application. Rental of additional chairs, tables, dishes, etc. may be necessary to accommodate your needs.
8. Any outside contractors must be approved in advance by the Howell Parks & Recreation Authority Director.
9. Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 21 years or older, in attendance for every fifteen (15) youth during the time of use. Youth must be directly supervised at all times.
10. Howell Area Parks & Recreation Authority reserves the right to limit and/or deny an application or reservation for an event involving children/minors.
11. Solicitation of funds is not permitted in the building and no admission fees may be charged by individuals or groups without the prior written consent of the Howell Area Parks & Recreation Authority.
12. The permit holder agrees that the Howell Area Parks & Recreation Authority's phone number is not to be placed on any advertising or publications. The permit holder also understands that the Howell Area Parks & Recreation telephones and copy machines are not available for private use.
13. All advertising, except that incidental to programs and all sale of merchandise or other materials is forbidden on the premises, unless specific approval is obtained from the Parks & Recreation Director prior to the scheduled function.

14. The Howell Area Parks & Recreation Authority reserves the right to require additional staff at the permit holder's expense. Two (2) coordinators are required for concert rentals at an additional cost of \$25/hour/ per person over the regular rate of rental facility.

15. Concert rentals will be assessed a \$250 damage deposit due one week prior to the event/function. The damage deposit will be returned no later than one week after the event if no damage has been done or excessive clean-up was necessary. The Howell City Police will be given a copy of the rental agreement for each concert booked. One chaperone and one building supervisor must walk the outside of the building together every 15 minutes to make sure that concert-goers are not outside drinking alcohol, climbing on the roof, or creating any other disturbances outside of the building. The kitchen area is off limits during concert rentals.

16. Permit holders selling or serving food for events that are open to the public (free or for pay) must comply with current Livingston County Health Department regulations. Applications for a temporary food license can be obtained by calling the Livingston County Health Department at 517.546.9858. A copy of the temporary food license must be on file with the Howell Area Parks & Recreation Authority five (5) days prior to your event/function date.

17. While cooking in the facility, you may not produce any grease laden vapors. No deep frying with oils or butters is permitted.

### **Set-Up / Clean-Up:**

1. Upon arrival, the user must check-in at the front desk. Staff will assist with any further questions or set-up issues that need to be addressed. Groups shall not use, remove, or disturb any supplies, bulletin boards, or any other items in the facilities.

2. Groups shall be restricted to the room(s) assigned, except for use of restrooms or common areas.

3. The permit holder is responsible for the proper use of the facilities. Facilities shall be left in the condition in which they were received. Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in proper receptacles and removal from building (dumpster provided at all locations) and cleaning of all dishes, counters, walls, tables, and chairs. Groups shall pick up debris, wipe up spills, and return all items to their original location. Any cost incurred by the Authority for additional clean-up shall be assessed to the permit holder. Damages, debris, and messes left in the space rented may result in cleaning charges. The space must be left in the condition it was found in.

4. Property of the Howell Area Parks & Recreation Authority shall not be removed from the facility at any time. Any items missing will be assessed to the permit holder.

5. Tables cannot be dragged on the flooring.

6. No glitter, sparkles, confetti, party poppers or silly string allowed. Outdoor decor such as hay, straw, or corn stalks are not allowed.

7. The placement of posters or banners within or on the grounds of each facility will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.

8. Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Facility Coordinator prior to hanging any decorations. All helium balloons must be deflated before leaving facility. Ceiling fans must be turned off if helium balloons are used.

9. All exits, exit corridors, and pathways must be free from obstructions at all times.

10. Howell Area Parks & Recreation Authority assumes no liability for any property or personal items left in the building.

## Other:

1. Groups shall conduct themselves appropriately and be courteous to neighbors and other people in the building. Permit holders are responsible for the maintenance and order and are not permitted in rooms that have not been rented to them. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit.
2. Permit holder agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event. Permit holder accepts responsibility for assuring the following:
  - a. Orderly behavior inside and outside the facility. No profanity, fighting, violence, or intimidation is allowed
  - b. Appropriate attire
  - c. Financial responsibility for any damages due to use of the facilities
  - d. Responsibility to follow directions of staff/personnel
  - e. Program is of a nature suitable for presentation in a public building
  - f. The activity is lawful and in conformity with regulations of Federal and State laws, and the township of Oceola
3. All rules and regulations governing the Oceola Community Center must be adhered to at all times. The following are prohibited in any facility and failure to comply with this regulation will cause the said function/event to be closed immediately:
  - a. Possession or consumption of alcohol in and around the premises
  - b. Possession or consumption of drugs in and around the premises
  - c. Smoking
  - d. Gambling for profit unless licensed by the Michigan Bureau of State Lottery
  - e. Firearms, knives, or other weapons
  - f. Use of areas other than the ones designated on the permit
  - g. The use of open flames, such as lighted candles (birthday candles and small sterno cans for catering purposes are exceptions)
  - h. The use of glitter, glue, slime, paint, and play-doh is prohibited
4. Nothing may be dropped off prior to the reserved rental time and everything must be removed at the end of the rental period.
5. There will be no permanent storage facilities available at the Oceola Community Center.
6. A Facility Coordinator will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages, or loss of equipment must be reported to the Facility Coordinator immediately.
7. The Howell Area Parks & Recreation Authority and its constituents shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors, or guests of the permit holder for any injury or property damage occurring to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to persons or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the Howell Area Parks & Recreation Authority or Oceola Township for any loss or damage described herein.
8. The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.

9. Children/minors must be supervised at all times and are not allowed to roam in other areas of the building, such as hallways, common areas, or parking lot.

10. Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Ocala Community Center.

11. Howell Area Parks & Recreation Authority reserves the right to deny the refund of the security deposit or refuse future rentals for violations of the Rental and Use Term & Conditions.

12. Unexpected maintenance issues: Occasionally it may be necessary for Howell Area Parks & Recreation Authority to reschedule or cancel a request previously approved due to unexpected safety or maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund if an alternative date cannot be determined.

### **Day of Rental:**

Please check in with staff at our front desk the day of your rental upon arrival. They will show you to your rental space and make sure it is set up as requested.