



Gerry Kulick Community Center Room Rental Application

FERNDALE

RESIDENT NON-RESIDENT SERVICE CLUB/NON-PROFIT

NUMBER EXPECTED _____ TYPE OF EVENT _____

CONTACT PERSON: _____ DOB _____ E-MAIL _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (Home) _____ (Cell) _____ (Work) _____

ALTERNATE CONTACT _____ PHONE _____

EVENT DATE: _____ **EVENT TIME: (MUST INCLUDE SET-UP & CLEAN-UP)** _____

ROOM DESIRED:

- | | | | |
|---|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Meeting Room #1 | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Multipurpose #1 | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Meeting Room #2 | <input type="checkbox"/> The Dales | <input type="checkbox"/> Multipurpose #2 | <input type="checkbox"/> Art Studio |
| <input type="checkbox"/> Meeting Room Combo | <input type="checkbox"/> Lounge | <input type="checkbox"/> Multipurpose Combo | <input type="checkbox"/> Kids Korner |
| <input type="checkbox"/> Dance Studio | | | |

EQUIPMENT REQUIRED:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> 60" ROUND QTY _____ | <input type="checkbox"/> CHAIRS QTY _____ | <input type="checkbox"/> COFFEE SERVICE \$10 | <input type="checkbox"/> PODIUM w/MIC \$5 |
| <input type="checkbox"/> 6' x 30" QTY _____ | <input type="checkbox"/> COFFEE URN \$5 | <input type="checkbox"/> SCREEN \$5 | <input type="checkbox"/> PORTABLE w/MIC \$5 |
| <input type="checkbox"/> 6' x 18" QTY _____ | <input type="checkbox"/> FLAG/POLE NC | <input type="checkbox"/> TV/VCR \$5 | |
| <input type="checkbox"/> CARD QTY _____ | <input type="checkbox"/> OVERHEAD \$5 | <input type="checkbox"/> LCD PROJECTOR \$25 | |
| <input type="checkbox"/> 30" CAFÉ QTY _____ | <input type="checkbox"/> SCREEN \$5 | | |

SET-UP: _____

ROOM _____ # OF HOURS _____ X COST PER HOUR _____ = _____

ROOM _____ # OF HOURS _____ X COST PER HOUR _____ = _____

ROOM _____ # OF HOURS _____ X COST PER HOUR _____ = _____

EQUIPMENT COSTS _____ = _____

SECURITY DEPOSIT _____ = _____

TOTAL DUE _____ = _____

AMOUNT PAID _____ = _____

BALANCE DUE _____ = _____

APPLICANT SIGNATURE _____ DATE _____



Kulick Community Center Rental Agreement Rules & Regulations

FERNDALE

Applicant/Renter wishes to rent the use of the property and/or facilities belonging to the City of Ferndale, Ferndale Recreation. Therefore, in consideration of the following conditions, the parties agree:

1. Applicant/Renter agrees to pay a \$150 Security Deposit at the time the rental application is submitted. Security Deposit shall be returned prorated or in full within thirty (30) days of the said event, following inspection of property.
2. Applicant/Renter agrees to pay the room rental fee no less than ten (10) business days prior to event. Example: If your reservation is on Sat, April 20, your balance needs to be paid by Wed, April 3rd. Our business days are from Monday – Thursday. **A late fee of \$50.00 will be added to the balance if paid after the due date, or the rental will be cancelled with a full loss of the security deposit.**
3. Applicant/Renter understands and agrees that alcoholic beverages are **not permitted** at any function and KCC is a **non-smoking** facility.
4. **CANCELLATION POLICY:** Any cancellation will result in a loss of \$75.00. A cancellation within ten (10) business days of event date will result in a total loss of security deposit.(\$150.00)
5. **WEATHER INFORMATION:** We do not cancel rentals due to inclement weather. Therefore, our cancellation policy will prevail in the event that you decide not to hold your function. SHOULD AN EMERGENCY ARISE, CALL THE OFFICE AT (248) 544-6767, EXT. 5000 or 5001.
6. **Applicant/Renter understands and agrees that the room rental must include set up and take down time, and additional hours must be purchased for this purpose or will be deducted from security deposit in one hour increments. Failure to leave at your scheduled time will result in a deduction in one hour increments and a \$50.00 fee from your security deposit.**
7. Applicant/Renter agrees to clear all trash, decorations, food, etc. from the room and place in the gated outdoor trash receptacles. Floor must be swept, any spills wiped up, tables/countertops wiped off. **Failure to leave room in pre-rented condition will result in a cleaning fee of \$50.00 (minimum), and will be deducted from security deposit.**
8. Applicant/Renter understands and agrees that KCC reserves the right to require sufficient time to process applications and may limit the frequency of use of the facility or property by Applicant/Renter to ensure sufficient availability to the general public. KCC has the final decision on the use of any facility.
9. Applicant/Renter agrees that the room may not be used for gambling, raffles or lotteries of any kind, without prior written consent from KCC.
10. Applicant/Renter understands and agrees not to permit the use of/nor to sublet any part of the facility and/or property to any other person, group or corporation.
11. Applicant/Renter understands and agrees that KCC must approve all entertainment.
12. Applicant/Renter understands and agrees to abide by the following fire regulations:
 - a. The use of open flame is prohibited without prior approval.
 - b. All EXITS, EXIT corridors, and pathways must be free of obstruction at all times.
 - c. Maximum capacity numbers in the facility must be observed. No more than (14) chairs may be placed in any row without an aisle of at least 44 inches.
13. Applicant/Renter must pay the cost for any security. Applicant/Renter understands and agrees that KCC is not responsible or liable for any lost, stolen, or damaged equipment and/or supplies. Applicant/Renter also agrees to provide any necessary security and protection for any employees. GKCC will not be responsible for any loss of monies incurred by Applicant/Renter.
14. Applicant/Renter agrees to maintain the facility floors in a safe and clean manner. Tape may not be used on walls, doors or windows. The use of UHU® Tac Adhesive Putty (or similar brand) is permitted for the temporary hanging of posters, banners and decorations on walls only. NO decorations are to be permanently mounted upon any

Kulick Community Center Rental Agreement Rules & Regulations

door(s) or wall(s), nor is anything to be leaned or butted up directly to them. **Loose decorations such as glitter, sparkles, confetti, etc., are prohibited.**

15. Applicant/Renter understands and agrees that KCC must approve all electrical power cords. All electrical units used in meeting room(s) must be UL Listed and grounded.
16. Applicant/Renter agrees to guarantee that all individuals in attendance adhere to the following rules:
 - a. Orderly behavior
 - b. Financial responsibility for any damages due to use of the building.
 - c. Responsibility to follow directives of staff/personnel.
 - d. Their program is of a nature suitable for presentation in a public building.
 - e. The activity is lawful and in conformity with regulations of Federal and State laws and KCC.
 - f. No one shall remove, change, rearrange, or revise anything in or on the facilities without specific approval from the KCC.
 - g. Groups made up of persons age 17 and younger will be required to have at least two (2) adults over the age of 21 present for every twelve (12) patrons.
17. Applicant/Renter understands and agrees that if at any time the KCC determines the activity poses a danger to persons/property, KCC shall have the right to close down all or part(s) of the facility. The decision of when/if to reopen the facility is at the sole discretion of KCC. Applicant/Renter agrees that KCC shall not be responsible for any loss of profits or damages should such action be taken.
18. Applicant/Renter agrees to obtain any license(s) or permit(s) that may be required by any government agency concerning the use of the facility or property. Copies of the license(s) or

permit(s) will be provided to KCC one-week prior to said event.

19. If the Applicant/ Renter intends on selling food or providing concessions for profit Applicant/Renter will provide the name and address of the food concessionaire(s) to KCC one-week prior to said event. Concessionaire(s) must be properly licensed by the appropriate governmental agencies.
20. The Applicant/Renter agrees not to use the KCC name or phone number on any advertising or publication without prior written consent. Applicant/Renter understands and agrees that all advertising or publication in connection with said event shall name the location as the "Kulick Community Center, 1201 Livernois, Ferndale MI 48220."
21. To the extent permitted by law, Applicant/Renter agrees to hold KCC harmless, defend KCC against all claims, demands, and/or lawsuits, and to indemnify the KCC, its employees or agents from any and all claims bodily injury/loss of life, mental injury, damage or loss of use of tangible or intangible property which may be imposed upon the KCC, its employees or agents resulting from, or arising out of, or in any way connected with, the use of the facilities or other City property, or services provided by the KCC with respect hereto, or the performances of the contract by
22. The Applicant/Renter understands and agrees that it will not discriminate against any employee because of race, religion, color, national origin, gender, sexual orientation, age, marital status, pregnancy, height, weight, familial status, disability, or political affiliation.

Each party acknowledges it has read this Agreement, understands it, and agrees to be bound by its terms.

Applicant/Renter

Kulick Community Center Rental Staff

Signature

Date

Signature

Date

Printed Name

Printed Name



Gerry Kulick Community Center Rental Tips and Reminders

FERNDALE

Please be aware that you will not be able to enter your rental room, or quite possibly the building, until the time stated on your rental contract. This is especially important to remember on weekends, as we schedule staff according to contract times. Please consider this when reserving your room, as all decorating, party prep, etc. **MUST** be included in your rental time.

Upon arrival at the Center please check in at the office, we will take you to your room and help with any last minute details. Please note that the reason we ask for your room set-up **PRIOR** to your event is because we have staff assigned to that task. We **DO NOT** have weekend staff to re-set rooms. We understand that there may be last minute changes, but you may be charged for additional tables, chairs, etc., at staff discretion.

Please do not park on the circular cement area in front of entry door to load or unload cars. If you have a lot of items, please let staff know and they can unlock the side entrance door that has ramp access.

Please make sure you have requested any necessary items/equipment for your function prior to the day of the event. If you should find that you need something that you did not request\bring, we will do our best to accommodate you, but please be aware that there may be an added fee.

If you have rented the kitchen, you **must turn exhaust fans on when using the stove**. The switch is located on the upper left side on top of the stove hood. Make sure you **hear** the fan come on.

THE COMMERCIAL STEAM TABLE IS **NOT** INCLUDED WITH KITCHEN RENTAL.

If you need to move any furniture in the room, **please do not push or drag the tables or chairs** across the floor, pick them up and set them down.

Please do not tape anything to the walls or hang anything from the ceiling without permission from Center staff.

If you have children at your function, **please keep them in the room that you have rented**. They should not be wandering the building or in other rooms.

At the stated "end time" on your contract, you should have the room clean – floor swept, tables/countertops wiped off, garbage (**bags only**) **taken to gated dumpster**, etc. – and be ready to exit the building.

When exiting the building, especially in the evening hours, please be considerate. Loud voices, car radios, etc., can be quite bothersome to our neighbors.

If at any time throughout your event you should have any questions/problems, please see staff in the front office.

Thank you for your patronage, hope to see you again soon!