

CITY OF WESTLAND
JEFFERSON BARNS COMMUNITY VITALITY CENTER
32150 DORSEY ROAD, WESTLAND, MI 48186
(734) 793-9390

PLACE COPY OF PICTURE ID HERE

City Staff Emergency Numbers:
(734) 968-2064 - Shirley Jones
(734) 776-0349 – Mark Miller
(734) 576-3447 – Rick Gowan

ROOM RENTAL APPLICATION

Name of Organization Address () Phone

Name of Responsible Person Address () Phone

Room(s) Desired: [] Multi-Purpose Room [] Gym [] Kitchen [] Library [] Counseling Office

Day and Date(s) Needed (List additional dates on back) Hours (From - To) Estimated # Of People

Describe Activity and Organization: _____

Food Preparation (must meet Wayne County Health Standards): _____

List Any Special Requirements: _____

Rental Charges: \$ _____

**All Charges Must Be Paid In Full At Least
Fourteen (14) Days Prior To Date Of Event**

Security Deposit: \$ _____

Payment by check or money order; no cash accepted

I hereby make this application for the use of the Jefferson Barns Community Vitality Center on the date(s) and hours stated above. I certify that the information stated is true and I agree to abide by the attached Room Rental Policy and rules and regulations of the City of Westland. I also agree to the rental and security deposit charges.

City of Westland Signature Date

Applicant Signature Date

City of Westland Supervisor Signature Date

Exempt Group: [] YES [] NO

**CITY OF WESTLAND
JEFFERSON BARNS COMMUNITY VITALITY CENTER
ROOM RENTAL POLICY**

1. The Jefferson Barns Community Vitality Center is available for public use consistent with all State of Michigan Statutes, City of Westland Charter Ordinances, and rules and regulations established by the City of Westland City of Westland.
2. The rental fee for the Jefferson Barns Community Vitality Center space is **\$35.00 per hour** payable in full no less than fourteen (14) business days prior to the scheduled event. **Payments must be made by check, money order, or certified check (made payable to City of Westland).** No cash will be accepted. If notified in advance, decorations and room set up may be completed Monday through Friday between the hours of 3 p.m. and 5 p.m. at no additional charge to the renter. The fee is applicable to private functions. Examples include showers, parties, receptions, and commercial functions. Groups representing educational, charitable, or civic nature may hold non-chargeable functions during normal business hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.). Examples include neighborhood meetings, non-profit organizations, health counseling programs, etc.
3. Rentals require a **\$40 security deposit** at least fourteen (14) days prior to the scheduled event. Payment must be separate from rental fee and be in the form of check, money order, or certified check. The security deposit may be retained for actual damage to the facility or equipment or as a cleaning charge if there is excessive garbage not removed by renter.
 - a. An inspection will be completed prior to and immediately following the event by the Building Monitor and the renter, noting any damages. If the renter restores the Community Center space to its original condition as determined by the Building Monitor, the security deposit will be refunded within five days.
 - b. If the Community Center space has not been restored and damages extend beyond the amount of the deposit, renter will be billed accordingly.
4. Decorations, programs or posters may be displayed in the Community Center space. Only masking tape is to be used to attach any materials to the cinder block walls. Everything must be removed at the conclusion of the event, including crepe paper, balloons, string, paper clips, etc., or the security deposit will be forfeited.
5. Renter is responsible for set-up and take-down of seating, tables, etc., and is required to move tables and chairs to and from the appropriate storage areas. Tables and chairs must be carried (do not drag). Renter will be responsible for general clean-up of area including sweeping, mopping of spills, washing tables and collecting all trash and litter and disposing of it in the supplied receptacles.
6. The Jefferson Barns Vitality Community Center is a smoke-free building. No smoking is allowed in the building. Smokers must be at least six (6) feet from building entrance.
7. All functions must end by 11:00 p.m. Clean up must be completed by 11:30 p.m.
8. Renter may cancel rental three (3) days prior to event and receive full reimbursement of rental fee. If cancellation is less than three (3) days prior to the event, renter will be reimbursed less \$10 cancellation penalty.

9. **Under no circumstances may alcoholic beverages, including beer, wine, etc., be served or brought into the community center.**
10. A non-refundable rental fee of **\$30.00** will be charged for the use of kitchen area for food preparation. The Kitchen must be left in a clean and orderly manner.
11. Renter must be a Westland resident at least 21 years of age and must provide adult supervision to minors attending a function. The renter will be held responsible for the conduct of any person(s) recognized as part of the function.
12. All events open to the general public requiring admission fees, charges for food or other services, including fund raisers, must be negotiated individually between the applicant and the City of Westland representative regarding special arrangements and rental fees.
13. The City of Westland reserves the right to waive requirements of group classification, alter rental fees and charges, or other building use policies as deemed necessary.
14. Insurance and/or bond may be required upon request.
15. The City of Westland reserves the right to cancel any rental ten (10) days prior to the rental date with a full refund of all fees and deposits. The City of Westland may cancel any rental at any time if renter fails to adhere to any and all agreements.
16. The renter hereby releases and shall hold harmless the City of Westland for any and all liabilities, damages, injuries, losses, claims, causes of action and suits of law or inequity resulting from participants or guests invited to functions sponsored by the renter at the Jefferson Barns Community Center.
17. Failure to adhere to the aforementioned rules and regulations may result in forfeiture of the full amount of the security deposit.
18. **The use of candles, incense or any other form of open flame is prohibited in the building** (exception: birthday cake with candles).
19. A Building Monitor will be on duty at the Jefferson Barns Vitality Community Center during the course of the function, including set-up and clean-up.

Non-Profit/Civic Organization Rental Policy

1. Group must be sponsored by a local, state or regional non-profit organization which is incorporated within the State of Michigan for the purpose of providing a specific public service to the community; or, a local civic organization whereby 51% or more of the attendees are **Westland residents**. Sponsorship must be evidenced in writing by the parent organization.
2. A complete application packet must be submitted by each organization including any supporting documentation required under items (1) and (4).
3. An application must be submitted by a Westland resident, 21 years of age or older, and have two additional contact persons.

4. For all public service activities a majority, 51% or more, of the persons participating in the activity must be Westland residents. Residency shall be evidenced with a list provided by the applicant of the prospective participants, which includes the full name, address and telephone number of the participants. The list shall be submitted with the application packet.
5. The group must have, at a minimum, an average of ten (10) persons attending the meetings on a regular basis. Local civic organizations may deviate from this requirement at the discretion of the City of Westland.
6. The rental fee for Non-Profit/Civic Organization functions is **\$30.00 per event, up to three (3) hours, plus \$7.00 for each additional hour. Payments must be made by check, money order, or certified check (made payable to City of Westland).**
7. All other Room Rental Policies apply to Non-Profit/Civic Organization functions.

Renter Signature	Date	City of Westland	Date
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()	()	Second Name (Print)	Phone #
		(Non-Profit/Civic Organization)	

()	()	Third Name (Print)	Phone #
		(Non-Profit/Civic Organization)	

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