

**CITY OF WESTLAND
JEFFERSON BARN COMMUNITY VITALITY CENTER
RENTAL POLICY**

1. The Jefferson Barns Community Vitality Center (JBCVC) 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.
2. The rental fee for the Jefferson Barns Community Vitality Center space is **\$35.00 per hour** payable in full within fourteen (14) days prior to the scheduled event. **Renter must make payment by money order or certified check (payable to City of Westland)**. The City does not accept cash or personal checks. With advance approval, depending on other room uses, renter may be able to decorate and set up the day prior to the rental at no additional charge. Examples of functions 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 money order or certified check. The City may retain the security deposit for damage to the facility or equipment or as a cleaning charge if the renter fails to properly clean the space and remove trash.
 - 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 City will refund the security deposit within five days.
 - b. If renter fails to restore the Community Center space and/or damages extend beyond the amount of the deposit, the City will charge renter accordingly.
4. Renters may display decorations, programs or posters in the Community Center space. Attach materials using masking tape to the cinder block walls. Renter must remove displays at the conclusion of the event, including crepe paper, balloons, string, paper clips, etc. Failure to do so may result in loss of the security deposit.
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 is responsible for general clean-up of area including sweeping, mopping of spills, washing tables and collecting and disposing trash in the specified receptacles.
6. JBCVC is a smoke-free building. No smoking is allowed in the building. Smoking is allowed a minimum of six (6) feet from building entrance.
7. JBCVC is an alcohol-free building. Renter may not serve nor consume alcoholic beverages, including beer and wine, in the Community Center.
8. All functions must end by 11:00 p.m. Renter must complete clean by 11:30 p.m.
9. 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.

10. The City charges a non-refundable fee of **\$30.00** for the use of kitchen area for food preparation. Renter must clean the kitchen and leave all items as found. Renter must provide all cooking utensils, pots, etc.
11. Renter must be a Westland resident at least 21 years of age and must provide adult supervision to minors attending a function. Renter is responsible for the conduct of any person(s) recognized as part of the function.
12. The City will negotiate the rental fee and special arrangements for events open to the public requiring admission fees, charges for food or other services, including fundraisers.
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 Rental Policy requirements.
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 City prohibits the use of candles, incense or any other form of open flame in the Community Center** (exception: birthday cake candles).
19. A JBCVC Building Monitor will be on duty during the function, including set-up and clean-up.

Non-Profit/Civic Organization Rental Policy

1. The organization 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**. The parent organization must provide evidence of sponsorship in writing.
2. The organization must complete the application, including supporting documentation, required under items (1) and (4).
3. The organization representative must be a Westland resident, 21 years of age or older. The organization must provide one additional contact person.

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 organization shall submit the information with the application packet or following the event.
5. The organization must have a minimum (on average) of five (5) 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 \$10.00 for each additional hour. Organization must make payment by money order or certified check (payable to City of Westland).**
7. All other Room Rental Policies apply to Non-Profit/Civic Organization functions.

Renter Signature Date

Renter Name (Print) (____) Phone

Second Contact Name (Print) (____) Phone
(Non-Profit/Civic Organization)

City of Westland Date

City of Westland
 Jefferson Barns Community Vitality Center
 32150 Dorsey Road, Westland, Michigan 48186
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Emergency staff contact:
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