

## **NORTON SHORES COMMUNITY ROOM RENTAL**

(Located at the Norton Shores Branch Library building, 705 Seminole Road, Norton Shores, MI 49441)

Application for use of the Community Room must be made in writing on the proper reservation form obtained at the Norton Shores Parks & Recreation office. The room is reserved on a first come, first served basis, within the constraints of the Preference Order below.

### **RULES AND REGULATIONS FOR USE OF COMMUNITY ROOM**

1. The Community Room is open for rental dependent upon availability.
2. A Parks & Recreation representative shall be present for opening and closing of the community room. If the renter does not show up at their start time they will forgo their rental and no refund will be issued. If the renter is not cleaned up and ready to leave at end time they will not receive their deposit back.
3. Groups should park on the west side of the building and use the west entrance.
4. Persons making the reservation must guarantee the conduct of the group. Misconduct in the use of the facility will deprive a group from further use, plus forfeit of deposit.
5. Groups or individuals renting the facility are responsible for cleaning up and leaving the room in the condition in which it was found.
6. The Parks & Recreation Department should be contacted regarding availability of specific dates. If a potential renter wishes to place a temporary reservation, that will be allowed and the date will be held for a period of 2 weeks, by the end of which time the proper paperwork and payment in full must be received. After 2 weeks, if the rental has not been completed, the date will become available for other renters.
7. Payment of rental fee and deposit must be made at least 14 days before the facility is used. If a reservation is cancelled more than 30 days prior to the date of use, there will be a refund of both the rental fee and the deposit. If a reservation is cancelled less than 30 days prior to the date of use, only the rental fee will be refunded.
8. Cost of damages to the building, furnishings, and equipment beyond normal wear will be deducted from the deposit before it is returned. If the cost of damages exceeds the deposit, the person responsible for the event will be invoiced for the additional cost.
9. Smoking, vaping, drinking, and marijuana use are not permitted within the building.
10. All groups using the room must comply with local fire safety regulations, state laws, and building regulations.
11. Food and (non-alcoholic) beverages may be served from the kitchen facility.
12. Furniture and equipment may not be moved without prior permission.
13. Decorations may be used in the room, however, the use of plastic "confetti" or other items that are difficult to clean are not permitted. The renter is in charge of both set up and tear down within the permitted hours of use, no earlier and no later or the renter will forgo their deposit.
14. Gambling or use of alcoholic beverages are forbidden on the premises.

15. The renter agrees to save and hold harmless the City of Norton Shores and the Muskegon Area District Library from any and all liabilities or responsibilities during the occupancy of the building thereof, it being understood and agreed that the said City of Norton Shores and Muskegon Area District Library assume no obligation respecting the use of the premises by the renter.
16. The City of Norton Shores Parks & Recreation Division reserves the right to determine who shall and shall not reserve the building and can deny a group the use of the facility if it is felt that the reservation would not be in the best interest of the public facility.
17. No individual, corporation, partnership, association, or other organization, whether organized for profit or not shall be allowed to use the Library or its facilities for the purpose of any activity which is intended to result in a profit to said individual, corporation, partnership, association, or other organization, or which is for the purpose of conducting solicitation of funds, donations, bingo, or other activities designed to raise funds for any purpose.

This paragraph shall not prevent the request of nominal donations from persons attending any function for the sole purpose of paying for expenses actually incurred in holding functions. Donations must be received at the function, not requested or collected in advance, and must in no way prohibit a person from free participation in such function if they choose not to donate.

**POLICIES FOR RATE DETERMINATION AND PREFERENCE ORDER**

1. City of Norton Shores usage, including departments and divisions; no charge.
2. Programs sponsored or offered by the Norton Shores Parks & Recreation Dept.
3. Norton Shores Branch Library-sponsored groups.
4. Norton Shores school groups use the facilities at no charge during regular library hours (event must end at least ½ hour prior to the library closing time.)
5. All other groups can reserve the facility on a first-come/first-served basis.  
Resident/non-resident rates will be determined by the status of the person applying/taking responsibility for the permit request.

**FACILITY INFORMATION:**

Eight rectangular tables and approx. 100 chairs are available to use.  
The kitchen has a stove, refrigerator, and sink. There are no utensils or small appliances.  
There is no video equipment available.  
Renters may not use the City Council chairs, tables, or microphones.

**RENTAL RATES:**

Norton Shores residents	\$50/hr.
Refundable Deposit Required	\$200

**NORTON SHORES PARKS & RECREATION DEPARTMENT**  
4814 Henry St, Norton Shores, MI 49441 231-799-6802

**PERMIT APPLICATION – COMMUNITY ROOM SATURDAY RENTAL**  
**(@ Norton Shores Branch Library Building, 705 Seminole Rd.)**

I hereby request the use of the Norton Shores Community Room  
I have received, read, and understand the rules and regulations governing the use of the  
Community Room, and accept all responsibility for the use and condition of the property during  
the event.

DATE TO BE USED \_\_\_\_\_ HOURS OF USE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

RESIDENT OF NORTON SHORES \_\_\_\_\_

GROUP NAME \_\_\_\_\_

TYPE OF GROUP \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED (CANNOT EXCEED 100) \_\_\_\_\_

RENTAL FEE \_\_\_\_\_ DEPOSIT \$200 TOTAL \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<u>OFFICE USE ONLY</u>	
TOTAL PAID _____	DATE _____
RECEIVED BY _____	
_____	
AMOUNT OF DEPOSIT RETURNED _____	DATE _____

Community Room Rental Inspection

Renter: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Amount of deposit: \_\_\_\_\_

Area free of trash? \_\_\_\_\_  
\_\_\_\_\_

Area carpet free of stains and soiling? \_\_\_\_\_  
\_\_\_\_\_

City owned equipment in area all in working condition? \_\_\_\_\_  
\_\_\_\_\_

Area is in same condition as it was before rental? \_\_\_\_\_  
\_\_\_\_\_

Inspection performed by: \_\_\_\_\_

Refund of deposit: \_\_\_\_\_

If refund is eligible, please attach pictures of issues.