



HOWELL AREA PARKS AND RECREATION AUTHORITY

Room Rental Application

Howell Area Parks & Recreation Authority
925 W. Grand River Ave.
Howell, MI 48843
517.546.0693
Fax: 517.546.6018
www.howellrecreation.org

Date: _____

Contact Name: _____

Company Name or Organization: _____

Tax ID (If non-profit): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Residency

City of Howell Oceola Township Genoa Township Marion Township Other _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Which facility and room(s) you would like to reserve:

- Barnard Community Center
 - Room 1
 - Room 3
 - Room 4
 - Room 5
- Bennett Recreation Center
 - Large Room & Kitchen
 - Small Meeting Room
- Oceola Community Center
 - Large Room & Kitchen
 - Projector & Screen (optional add-on for an additional \$25)

Type of Event

- Business Meeting
- Family/Friends Gathering
- Luncheon/Dinner
- Celebration
- Trade Show
- Concert
- Exhibit
- Sports Event Registration
- Flea Market/Garage Sales
- Church
- Political Gathering
- Other _____

Check if the event will involve any of the following:

- On-site event publicity
- Public Dance/Performance
 - Live Music
 - DJ
- Amplified Sound
- Fee to be charged for event/entry fee
- Use of animals
- Open to public
- Inflatables or tents (exterior only)
- Bingo games or other gambling enterprises

Please check if you need any additional equipment

(Please note that equipment cannot be guaranteed. We will do our best to ensure all needed equipment is on-site prior to the start of your event).

- TV
- VCR
- DVD Player
- CD Player
- Coffee Urn (30 cup)
- LCD Projector
- Podium
- Microphone
- Portable Microphone
- Projection Screen
- Piano
- Choir Platform (3 section)
- Internet Access

Dates of Event (up to 12 single events or recurring events can be requested on one application).

Time should include set-up and clean-up which will be used to calculate your total time and rental fee. You will be asked to sign-in when you arrive and sign-out when you leave. If you go over this time or show up earlier for set-up, you will be invoiced for additional time).

Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm
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Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm
Date: _____	Event Time: _____ am/pm	to	_____ am/pm

Total Number of Rental Hours: _____

Rental Pricing

All reservations will be on a first come, first served basis when rental fee and application approval has been submitted. All rental fees must be paid for at time of application. Resident is defined as an individual or business residing within the City of Howell, Oceola Township, Genoa Township, and Marion Township. All others are defined as "Non-Residents."

Non-Profit, charitable, educational, religious, and/or fraternal organizations that are located in or do significant business in Livingston County
\$20/hour

Bennett Large Room & Kitchen (can accommodate 125 people)
Residents - \$150/4 hour rental; additional hours billed at \$38/hour
Non-Residents - \$220/4 hour rental; additional hours billed at \$55/hour

Bennett Small Meeting Room (can accommodate 30 people)
Residents - \$90/4 hour rental; additional hours billed at \$23/hour
Non-Residents - \$150/4 hour rental; additional hours billed at \$38/hour

Barnard Large Room (Room 1) (can accommodate 50 people)
Residents - \$105/4 hour rental; additional hours billed at \$27/hour
Non-Residents - \$175/4 hour rental; additional hours billed at \$44/hour

Barnard Small Room (Rooms 3, 4, 5) (can accommodate 30 people)
Residents - \$85/4 hour rental; additional hours billed at \$22/hour
Non-Residents - \$130/4 hour rental; additional hours billed at \$33/hour

Oceola Large Room & Kitchen (can accommodate 75 people)
Residents - \$130/4 hour rental; additional hours billed at \$33/hour
Non-Residents - \$200/4 hour rental; additional hours billed at \$50/hour
Projector & Screen (optional add-on) - \$25

Total Charges

Base rate for room for 4 hours (as stated above): _____

Number of hours above 4 _____ x Rate for additional hours (as stated above) _____ = \$ _____

Total Charge (Base rate + Additional hour charges) = \$ _____

Total Number of Attendees _____

Number of Youth _____ Number of Adults _____

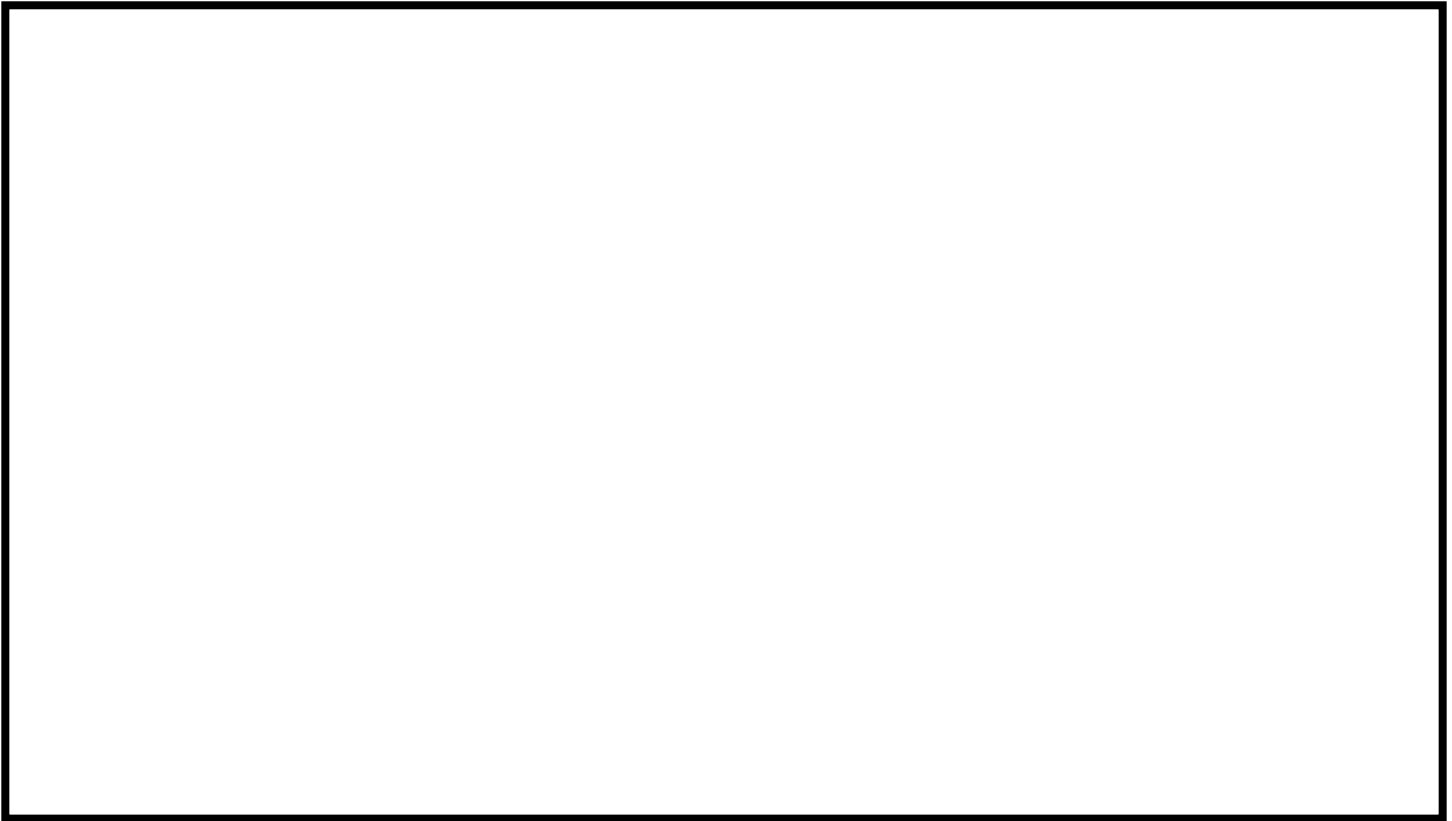
Maximum number of people in room at any given time (open-house type event) _____

Room Set-up

- Banquet/Shower/Party (seating on all sides of tables)
- Lecture/Seminar (head table with just seating)
- Classroom (seating on one side of table - all facing same direction)
- Other: _____

Custom Room Set-up Diagram

(The Howell Area Parks & Recreation Authority reserves the right to change this set-up for any reason).



Food

Please indicate if food or beverages will be: Served Sold

I understand that a temporary food license is required if the event is open to the public and food will be served or sold.

Initial: _____

Smoking

I understand that smoking is not permitted at any time at any facility, and I will be responsible for informing the participants of this policy.

Initial: _____

Rules & Regulations

1. Anyone under 21 years or over interested in using the Bennett Recreation Center or the Barnard 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 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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. The Howell Area Parks & Recreation Authority reserves the right to require additional staff at the permit holder's expense. Three (3) building/site coordinators are required for concert rentals at an additional cost of \$20/hour/person over the regular rate of rental.
9. 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.
10. 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 City of Howell
11. 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.
12. All rules and regulations governing the Bennett Recreation Center, the Barnard Community Center, and 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)

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. Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Building/Site 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.
15. 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.
16. All exits, exit corridors, and pathways must be free from obstructions at all times.
17. Groups shall be restricted to the room(s) assigned, except for use of restrooms or common areas.
18. There will be no permanent storage facilities available at the Bennett Recreation Center, Barnard Community Center, or Oceola Community Center.
19. 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 5 days prior to your event/function date.
20. 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.
21. A Building/Site 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 Building Supervisor immediately.
22. 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.
23. The Howell Area Parks & Recreation Authority and its constituents shall not be liable 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, the City of Howell, nor Oceola Township for any loss or damage described herein.
24. 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.
25. The Howell Area Parks & Recreation Authority shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors, or guests of the permit holder.
26. Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Bennett Recreation Center, Barnard Community Center, and/or Oceola Community Center.
27. 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.
28. 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.
29. Any outside contractors must be approved in advance by the Howell Parks & Recreation Authority Director.

Hours

Our facilities are available for rent during the hours of 7:00am and 11:00pm. If you are interested in renting or facilities for an overnight or group lock-in, please contact the Howell Area Parks & Recreation Authority Director for additional pricing.

Priority Booking

When not occupied by the activities of the Howell Area Parks & Recreation Authority, priority use for scheduling is in the following order:

1. Residents (defined as owning a business or residing in the City of Howell, Oceola Township, Genoa Township, or Marion Township) and community organizations (defined as those organizations that are based and doing a majority of their service or programs for residents of Livingston County).
2. All others.

Submitting Your Application

Applications for rentals will not be taken by telephone. There are two ways to submit your application.

1. You can bring a copy of your signed application and cash, check, or credit card information to the Bennett Recreation Center during normal business hours (9:00am-7:00pm Monday-Thursday, 9:00am-5:00pm Friday, and 9:00am-1:00pm Saturday).
2. You can fax a copy of your signed application with credit card information to 517.546.6018

Application approval can take approximately two (2) business days to process. Once your application and payment has been processed and accepted, we will call you to confirm the date and time of your event/function.

Applications should be submitted at least 30 days prior to the date of the event. Failure to do so could result in forfeiture of rental in the event a Building/Site Coordinator cannot be scheduled to work at the event.

Recurring Rentals

Many organizations use our facilities on a weekly, monthly, and yearly basis. Application agreements will be accepted for the coming year after December 1st of the current year. You must pre-pay for all dates when application is submitted. There are no discounts for recurring rentals. Rental rates for the upcoming year will be set by November.

Cancellations/Refunds

There are no refunds if you cancel your application 30 days or less prior to your event/function. There are also no refunds if you do not show up on the day of your event. No exceptions. In the event of inclement weather or utility malfunction beyond our control that requires the Howell Area Parks & Recreation Authority to close any of our facilities, you will be issued a full refund OR we can issue a voucher that may be used to re-book your event/function with us at a time and date mutually agreed on within the next year.

Hold Harmless, Responsibility

I understand that I shall be held responsible for any and all loss, accidents, injury, to damage to persons or property which results from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the Howell Area Parks & Recreation Authority's passive negligence to release, indemnify, and hold harmless and defend the Howell Area Parks & Recreation Authority and their officials, officers, agents, employees, and volunteers (indemnities) from any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs, or liability of any kind or nature (including attorney fees and expert witness fees) which indemnities may sustain or incur or which may be imposed upon them for injuries to or death of persons, damage, or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility and agree to abide by all the RULES AND REGULATIONS of facility use that were presented above.

Signature of Applicant/Representative _____

Print Name of Applicant/Representative _____ Date _____

Day of Event Contact Person _____ Phone _____

Payment Method

Cash Check (# _____) Mastercard VISA American Express

Credit Card Number _____ CCV/CVC Code _____

Expiration Date _____

Signature _____