

# West Bloomfield Parks and Recreation

## FACILITY Use Permit and Waiver of Liability

EVENT INFO: DAY(s): \_\_\_\_\_  
(M, T, W, Th, F, Sa, Su)

DATE: \_\_\_\_\_  
(Month/Day/Year)

TIME: Check-In\* \_\_\_\_\_ am/pm

Check-Out\* \_\_\_\_\_ am/pm

\*Rental hours are 8a.m. to 9p.m. (Must include your set-up & clean-up time)

***In Case of Emergency and no building supervisor is present to assist you, please call (248)640-7484.***

For Reservations: Phone: (248) 451-1900 / Fax: (248) 738-2529

**Recreation Activity Center:**  Room 101       Room 102       Conference Room

4640 Walnut Lake Rd., West Bloomfield, MI 48323

**Family Aquatic Center:**  Banquet Room       Aerobic Room       Dance Room       Pool (Indoor/Out)

6200 Farmington Rd., West Bloomfield, MI 48322

**Schulak Farm:**  Stone Room/ Kitchen

6889 W. Maple, West Bloomfield, MI 48322

**Drake Sports Park:**  Community Room

6801 Drake Rd., West Bloomfield, MI 48322

**Marshbank Park:**  Lodge\*

2805 Hiller Rd., West Bloomfield, MI 48324

\*Sliding glass doors in the Lodge will remain closed and locked for ALL RENTALS, no exceptions.

Individual/Organization Name: \_\_\_\_\_

Authorized Representative (If applicable) \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Required Set-Up:** A diagram of the rented room has been given to me and reviewed for set-up.

*I am responsible to contact the recreation main office to notify staff of any necessary changes or the space will be set up as indicated on the attached diagram.*

### Additional Info:

**Security Deposit (for damages): \$200** is in the form of a: Check / Charge (circle one)

***I am aware that I will be notified prior to my security deposit being used and I authorize West Bloomfield Parks and Recreation to use my security deposit, charging my credit card (if applicable), in the event that additional costs are incurred.***

*This separate check or charge will otherwise be destroyed upon completion of the rental.*

**Fees:** (#Hrs.) \_\_\_\_\_ x (Rate) \_\_\_\_\_ - Discount\*: \_\_\_\_\_ = **Total Fee:** \$ \_\_\_\_\_

*\*If Classification II, non-profit status, your permit is required to be reviewed before the date is approved and your payment is processed.*

**Renters Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Staff Signature* \_\_\_\_\_

## GENERAL RULES AND RENTERS RESPONSIBILITIES

1. Renter must be at least 21 years of age to rent. Renter must be present the entire duration of the event. If the event includes youth under the age of 18, there must be a ratio of 1 adult to every 10 youth. Driver's License is required for each rental contract.
2. Residents are not permitted to reserve or rent facilities for non-residents.
3. All fees and charges for the rental of rooms, pools, shelters, facilities and park areas are refundable minus a \$20 administrative fee, if full notice of cancellation is received at least 30 days prior to the rental date. Refunds will not be granted with less than 30 days remaining prior to the rental date. If a rental must be cancelled due to the weather, a refund will not be issued. Parks and Recreation will make every attempt to reschedule the rental date during the calendar season.
4. Transfers will be granted based on availability and will incur a \$20 administrative fee.
5. Renter must provide all completed forms, required fees and security deposits at the time of reservation. If deemed necessary renter must provide the requested documentation including a signed waiver of liability or certificate of insurance.
6. Rental party will be charged for damages and improper clean-up of the facility. If materials, trash, litter, and debris are not disposed of properly by the end of your rental, you will forfeit the entire security deposit. Facility personnel will inspect the site at the end of your rental period. Renter also assumes full responsibility for clean-up costs and damages incurred to rented Parks and Recreation property beyond the extent of the security deposit.
7. The consumption of alcoholic beverages at West Bloomfield Parks and Recreation parks and facilities are prohibited by Township ordinance. Parks and Recreation facilities are non-smoking.
8. Any decorations beyond table cloths and centerpieces must be approved by Parks and Recreation (i.e. hay bales, candles, banners, confetti, piñatas, etc.) for the safety of participants, and to properly maintain the facility, no items are to be attached to the walls or ceilings.
9. Renter may not sell any items, food or refreshments, or services to participants; unless approved by the Director.
10. Any person in attendance who behaves in an inappropriate or illegal manner will be asked to leave the premises. All requests and directives by a Parks and Recreation staff person must be followed. All applicable Township laws and ordinances and Park rules will be obeyed.
11. For the duration of the rental period, renter must assume the responsibility to have adequate safety measures in place to protect the safety of those in attendance, such as, access to a telephone for 911 services and first aid materials.
12. Materials/equipment will not be used in a manner that could cause bodily injury or property damage.
13. Rental of a Parks and Recreation facility does not imply co-sponsorship by Parks and Recreation. Please do not include Parks and Recreation's telephone number as a contact for your event.
14. Facilities must be used for their stated purpose unless written permission for an alternative use is granted by Parks and Recreation. Requests may be denied for competing or conflicting uses.
15. Live Bands, DJ's and other outside forms of entertainment are permitted but must be approved by West Bloomfield Parks & Recreation, and appropriate insurance forms must be provided. The township noise ordinance must be adhered to before, during and after the event.
16. Rides, amusements, petting zoos, inflatable games, dunk tanks, generators, hot or cold air balloons and ice cream trucks are NOT PERMITTED.
17. Caterers, gas grills, charcoal grills, portable pop up tents and ice cream carts are permitted but must be approved by West Bloomfield Parks and Recreation. Any fire source be it propane or charcoal must be contained in approved containers. Open fires, wood fires, outdoor fryers and boilers are not permitted no matter how contained.

### **Waiver of Liability**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, indemnify, and hold harmless the West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected and appointed officials, employees and volunteers and others working in behalf of the West Bloomfield Parks & Recreation Commission and the Charter Township of West Bloomfield against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected officials, employees, volunteers or others working in behalf of West Bloomfield Parks & Recreation and the Charter Township of West Bloomfield, by reason of personal injury or death and/or property damage, including loss of thereof, which arises out of or is in any way connected or associated with this rental.

**I have read and understand all of the rules and policies listed.**

**Signature of Renter/Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_