



## Civic Center Room Rental Fee Schedule

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### **Rental Hours:**

**Business Hours** are from 7:30 a.m. to 5:30 p.m. Monday through Friday, except days when City Offices are closed.

**Morning / Evening / Weekend Hours (M/E/W Hours)** are Saturday and Sunday from 8:30 a.m. to 9:30 p.m.; Monday through Friday from 6:00 a.m. to 7:30 a.m. and 5:30 p.m. to 9:30 p.m. An applicant shall obtain special permission from the DDA Director for M/E/W hours.

All rentals that occur during or overlap into the Morning/Evening/Weekend Hour rentals are subject to a higher hourly fee for the entire rental day.

With the exception of the City of Warren, rental areas are not available when City Offices are closed; before 6:00 a.m. or after 9:00 p.m. Monday through Friday; and before 8:30 a.m. and after 9:30 p.m. Saturday and Sunday.

### **Room Rental Rates:**

<b><u>Rental Area</u></b>	<b><u>Max. Capacity</u></b>	<b><u>Hourly Fee*</u></b>	<b><u>M/E/W Hourly Fee**</u></b>	<b><u>Photo Shoot Fee</u></b>	<b><u>Security Deposit</u></b>
Atrium	300 people	\$200	\$250	\$100	\$250
Conference	130 people	\$100	\$150	-----	\$150
Meeting Room (Township, Van Dyke, Baseline, or Fitzgerald)	16 people	\$25	-----	-----	\$100

\* Atrium and Conference rooms require a three hour minimum rental.

\*\* Meeting Rooms are only available during Business Hours.

### **Equipment Fees:**

<b><u>Device/Access</u></b>	<b><u>Daily Rental Fee</u></b>	<b><u>One time set up fee*</u></b>
TV/VCR/DVD	\$15	\$10
Podium with Microphone	\$25	\$15
Overhead Projector	\$15	\$10
Screen	\$5	\$15
PC Cart	\$25	\$10*
Platform/Stage	\$25	\$15
Kitchen Access Fee	\$30	-----

\* Multiple day reservations, if noncontiguous will be charged for additional set up fees. Set up is optional for the TV/VCR/DVD and PC Cart.

**Security Deposit:**

An applicant must submit the security deposit in the form of a check, cashier's check, or money order with the Application for each room reservation (multiple days in the same room is the same reservation). The security deposit will be used for any damages resulting from the rental.

**Refund:**

If the Applicant cancels the reservation, the Security Deposit is nonrefundable. If the DDA cancels the reservation, it will refund the Security Deposit. If the DDA director waives the rental fees for a nonprofit organization, the DDA will refund the Security Deposit following the rental minus any of the Security Deposit that is used for damages occurring during the rental.

**FOR FURTHER QUESTIONS OR CONCERNS PLEASE CONTACT THE DDA OFFICE AT (586) 574-4676.**

**Updated: October 25, 2016**



# Civic Center Room Rental Application

## APPLICANT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_ Organization \_\_\_\_\_

Applicant type (check one):

- Individual Warren Resident
- The City of Warren or Government Agency Serving the City
- Warren-Based Registered 501(c)(3) Nonprofit Organization
- Warren Business
- Non-Warren Individual, Organization, Groups, Association, or Nonprofit

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (home/business) \_\_\_\_\_ (cell) \_\_\_\_\_ Email \_\_\_\_\_

## ROOM AND EQUIPMENT RENTAL

**Room(s)** (see Reservation Fee Schedule):

- Conference Center (max. 130 people)\*
- Atrium (max. 300 people)\*
- Meeting Room (max. 16 people)\*\*

\* Unless waived, three hour minimum.

\*\* Meeting rooms are only available Mon.- Fri. from 8:30 a.m. – 5:00 p.m.

Expected Attendance: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Will food be served?  Yes  No

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Check any additional requests:

- Kitchen Access (\$30 per day)
- Technical Set Up (varies)

**Date and Time** (list all dates and times requested):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Conference Room Set-Up:  
(see attached room set up sheet)

- U-Shape
- Theatre
- Square Table
- Classroom
- Banquet
- Other

Equipment Rental (price per day):

- TV/VCR/DVD (\$15)
- Podium w/ Mic (\$25)
- Overhead Projector (\$15)
- Screen (\$5)
- PC Cart (\$25)
- Internet Access (\$5)
- Platform/Stage (\$20)

Additional Comments/Requests: \_\_\_\_\_

\_\_\_\_\_

## ACKNOWLEDGMENTS / INDEMNIFICATION

By signing this Application I verify all of the following: I provided this Application to the DDA (Downtown Development Authority) office on the date indicated below; the information on this Application is, to the best of my knowledge, accurate; I attached a check, cashier's check, or money order to this Application in the amount of the required Security Deposit; I understand that the DDA may use this Security Deposit to cover any damages that occur as a result of this Rental; I have read, understand, and agree to abide by this Application, the Civic Center Room Rental Policies and Rules, the Civic Center Room Reservation Fee Schedule, and the Civic Center Atrium Rental Policies and Rules (if applicable); no later than two weeks before the first day listed on the requested reservation, I will pay the total amount due for the rental; I am over the age of 21; I am authorized to sign on behalf of the organization listed on this Application (if applicable); following the rental period, I will pay for any damages that occurred to the rented space during the rental period, including: missing or damaged equipment, furnishings, and fixtures; I understand that the dates requested on this Application are not guaranteed; and the DDA has the authority to cancel or reschedule any reservation at any time for any reason.

Furthermore, I shall indemnify the City, the DDA, the City of Warren Municipal Building Authority, the City of Warren Tax Increment Finance Authority, the 37th District Court, and the officials, officers, employees, agents of the above listed entities (Entities) from and against any claim of liability; penalties; damages; attorney fees; professional advisors fees; settlements; or other expenses arising from or in connection with the Rental, including but not limited to the reservation, the rental space during the rental period, and this Application. Finally, I shall provide the Warren City Attorney's Office with all documents filed in any proceeding related to the Rental in which any of the Entities are named.

Applicant Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### PLEASE NOTE

This application must be submitted in person to the DDA office on the Second Floor of City Hall **at least TWO WEEKS** before the first day listed on the requested reservation.

The Applicant must submit all of the following with the Application:

The required **SECURITY DEPOSIT**;

**CERTIFICATE OF INSURANCE**, Waiver, or signed documentation indicating self-insurance;

Signed **RENTAL POLICIES AND RULES**;

**501(c)(3) REGISTRATION** (if applicable).

Incomplete Applications will be returned to the Applicant. Total **rental fees** are **due 14 days** before the first day listed on the requested reservation. This payment is in addition to the Security Deposit.

**PLEASE CONTACT THE DDA OFFICE AT (586) 574-4676 WITH QUESTIONS.**

**FOR OFFICE USE ONLY:**

Timely Application (at least 2 weeks prior to rental)

Total Room Fees \_\_\_\_\_

Signed Application (two pages)

Signed Acknowledgement of Rental Policies and Rules and Atrium Rules

Total Equipment Fees \_\_\_\_\_

Insurance Certificate/Waiver

Security Deposit

Total \_\_\_\_\_

No Scheduling Conflicts

Nonprofit 501(c)(3) Registration (if applicable)

Full amount due date \_\_\_\_\_

Room Fee Waiver (if applicable)

(due 14 days before rental)

Copy of Applicant's Driver's License or State ID



## Civic Center Rooms Rental Policies and Rules

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### 1. GENERAL

The Warren Civic Center Rental Areas (Conference Center, Atrium, and Meeting Rooms) are available to various organizations and individuals for hosting events. The organization or individual renting a Civic Center Rental Area is subject to the policies and rules stated in this document. The Downtown Development Authority (DDA), the DDA Director, and the City of Warren have exclusive jurisdiction over renting the Civic Center Rental Areas. With the exception of 7(ii)(g), City of Warren-sponsored events are exempt from these Policies and Rules, including Security Deposits and fees. Rentals are subject to availability.

The following categories of organizations are eligible to submit an application for renting the Civic Center Rental Areas:

- (a) Individual Warren resident.
- (b) Government Entity serving the City including Warren Consolidated Schools, Warren Woods Public Schools, Van Dyke Public Schools, East Detroit Public Schools, Center Line Public Schools, Macomb County, and the State of Michigan.
- (c) Warren-based registered 501(c)(3)s.
- (d) Warren businesses.
- (e) Non-Warren individuals, organization, groups, associations, or non-profits.

### 2. FEES

- i. Room and equipment rental fees are listed on the Civic Center Rules Reservation Fee Schedule (Fee Schedule).
- ii. At least 14 days before the first day listed on the requested reservation, the Applicant shall pay the amount due for the entire reservation.
- iii. All applicants shall submit a Security Deposit (in the amount listed in the Fee Schedule) in the form of a check, cashier's check, or money order with their application for each room listed on the reservation.
- iv. The DDA Director may forfeit all rental fees, if the Applicant cancels the reservation within seven days of the first day listed on the requested reservation.

### 3. FEE WAIVER OR REDUCTION

- i. Government Entities and 501(c)(3) organizations may be eligible for a fee waiver or reduction.
- ii. Fee waivers or reductions are not available for Morning / Evening / Weekend Hours (see Fee Schedule).
- iii. Organizations requesting a fee waiver or reduction shall submit a written request to the DDA Director articulating reasons for the waiver or reduction (see the Civic Center Facility Rental Fee Exemption Policy).
- iv. Based on the standard list of factors stated in the Center Facility Rental Fee Exemption Policy, the DDA Director has discretion to waive or reduce rental fees.
- v. If the DDA Director waives or reduces a rental fee, the organization still must pay the Security Deposit and meet all other rental requirements.

**4. APPLICATION**

- i. To request renting a Civic Center Rental Area, an organization shall submit a complete and signed application **in person** to the DDA Office located on the Second Floor of the Civic Center.
- ii. The Application shall include the Security Deposit, insurance documentation, signed copy of these Rules, and 501(c)(3) Registration (if applicable). Incomplete applications will be returned to the Applicant.
- iii. The Applicant must submit the complete Application and all required documentation **at least two weeks before the first day listed on the requested reservation**. At the DDA Director's discretion, applications may be considered if submitted less than two weeks before the first day listed on the requested reservation.
- iv. Government Entities serving the City of Warren, Warren-based registered 501(c)(3)s, Warren Residents, and Warren Businesses may submit applications up to one year before the first day listed on the requested reservation.
- v. Non-Warren individuals, organization, groups, associations, or non-profits may submit applications up to 90 days before the first day listed on the requested reservation.

**5. INSURANCE**

- i. An Applicant shall provide proper proof of insurance with the Application;
- ii. Proper proof of insurance includes any of the following:
  - (a) a Certificate of Liability Insurance indicating that the organization has insurance coverage in the following amounts: \$1,000,000 for General Aggregate; \$1,000,000 for Personal and Advertising Injury; \$1,000,000 for Each Occurrence; \$1,000,000 for Fire Damage (any one fire); and \$10,000 for Medical Expense (any one person). The Applicant shall list the Warren Downtown Development Authority, and the City of Warren as "Additional Insured" on the insurance policy.
  - (b) a Waiver of Insurance signed by the DDA Director and the City of Warren Insurance Division;  
or
  - (c) a signed document indicating that the Applicant is self-insured and agrees to include the DDA and the City of Warren as additional insured.

**6. CANCELLATION, RESCHEDULING, SECURITY DEPOSIT FORFEITURE**

- i. If the Applicant fails to provide a complete Application with a security deposit, fails to timely pay the amount due for the entire reservation, or fails to or has failed to in the past comply with these Rules, the DDA Director may reject the Application or cancel the reservation.
- ii. The DDA Director may forfeit the entire Security Deposit if any of the following occurs: there is any damage to the rental area or equipment; clean-up is not properly completed; the reservation is cancelled within 14 days of the first day of the reservation; the Applicant uses the rental area for longer than the reservation states; or any other violation of these Rules.

**7. USES**

- i. **Criteria for Approval.** The DDA Director shall use the following criteria when determining whether to grant permission to use the rental area:
  - (a) What type of event is being held?
  - (b) Whether the organization membership is open to all persons without regard to race, color, sex, religion, or physical handicap?
  - (c) Whether the event will interfere with the rights of the general public, or proprietary functions of the DDA or the City of Warren?
  - (d) Is the Applicant at least 21 years old?
  - (e) Is the Applicant willing to take responsibility for damages incurred during the time designated on the Application?

- ii. **Prohibited Uses.** The Warren Civic Center Rooms shall not be used in any of the following ways:
  - (a) For an event charging an admission or other fee.
  - (b) To solicit money donations.
  - (c) Unless the DDA Director grants written permission to a non-profit community organization that is using the rental to provide a public service to the Warren Community, to sell merchandise, products or services.
  - (d) To host private special events, including, but not limited to: birthday parties, wedding receptions, graduation parties, reunions, holiday parties, baby or wedding showers, and banquets. This does not include special events or parties held by the City of Warren.
  - (e) Catered events where a catering company or similar business uses the kitchen to provide food to event participants.
  - (f) Commercial filming activities, unless the Applicant has applied for and received a valid photography permit. Commercial filming includes the film, electronic, magnetic, digital, or other recording by a person, business, or other entity with the intent of generating income.
  - (g) Campaigning for a political office.

## 8. RENTAL RULES

### i. General.

The Applicant shall do all of the following:

- (a) check in with the Civic Center staff before the event begins;
  - (b) ask Civic Center staff about parking responsibilities during the event;
  - (c) be responsible for and present at the rental area during the reserved hours;
  - (d) supervise the event attendees during the reserved hours and when the attendees are entering and exiting the Civic Center;
  - (e) follow all instructions and requests from Civic Center staff; and
  - (f) immediately report any property damage or personal injury that occurs in the Civic Center to the Civic Center staff.
- ### ii. Set up and tear down.
- (a) Unless the DDA Director grants written permission before the event, the rental area is not available for setup before the beginning of the reserved hours.
  - (b) Tear down and cleanup shall be completed before the end of the rental period. Staying beyond the reserved hours will result in additional charges and a forfeiture of the Security Deposit.
- ### iii. Decorations.
- (a) Transparent, one-sided tape may be used as long as it is completely removed during cleanup
  - (b) Nails, push pins, hangers, thumb tacks, double-sided tape or similar items are prohibited.
  - (c) Candles or other open flames are prohibited.
  - (d) Confetti, helium-filled balloons, glitter, or sequins are prohibited.
  - (e) All types of balloons are prohibited in the Atrium.
- ### iv. Fire Prevention.
- The Applicant shall comply with all of the following fire prevention regulations:
- (a) No open flames.
  - (b) Ensure that electrical extension cords and decorations are without exposed wires and are UL approved.
  - (c) Obtain approval from the DDA Director before installing posters, banners, and any other large decorations.
  - (d) Keep corridors, exits, and stairways free of obstructions
  - (e) Light exits when rooms are in use.
- ### v. Clean-up.
- i. The Applicant shall leave the rental area in the same condition that it was before the event.
  - ii. The Applicant shall perform or ensure that all of the following clean-up is completed before the end of the reservation period:
    - (a) Removing all items brought in for the event.

- (b) Removing all decorations.
- (c) Placing all trash in plastic bags for disposal.
- (d) Wiping down tables and chairs.
- (e) Clean any spills or messes.

vi. Parking and other use of the Civic Center.

- (a) Under the supervision of the Applicant, event attendees may use the parking facilities (including the parking structure and legal street parking in front of the Civic Center). The Applicant or other event host shall not charge attendees for parking.
- (b) Unless the DDA Director grants written permission before the event, the event attendees shall only use the rental and parking area and the public restrooms.

vii. Prohibitions.

Unless the DDA Director grants written permission, the following are prohibited in the Civic Center before, during, and after the reserved hours:

- (a) Smoking;
- (b) Alcoholic beverages;
- (c) Advertising;
- (d) Sale of merchandise, products or services; and
- (e) Large entertainment equipment.

**9. APPLICANT RESPONSIBILITY**

- i. The Applicant shall ensure event attendees:
  - (a) Behave appropriately in the Civic Center;
  - (b) Follow all directives and rules of the DDA; and
  - (c) Do not use Civic Center areas that are outside the rental area to conduct the event.
- ii. The Applicant shall also ensure that the event is:
  - (a) Suitable for a public building;
  - (b) Does not disturb the regular Civic Center business and activities; and
  - (c) is lawful and in conformity with local, State and Federal laws and ordinances.
- iii. The Applicant shall pay the DDA for any damages or additional costs incurred by the DDA as a result of the event or using the room. The DDA shall apply the forfeited security deposit to the damages and costs.

**Please call (586) 574-4676 for further information.**

**By signing below, the Applicant acknowledges that he has received, read, understood, and agree to be bound by the Civic Center Atrium Rules.**

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Applicant Signature

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