



Civic Center Room Rental Fee Schedule

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:

<u>Rental Area</u>	<u>Max. Capacity</u>	<u>Hourly Fee*</u>	<u>M/E/W Hourly Fee**</u>	<u>Photo Shoot Fee</u>	<u>Security Deposit</u>
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:

<u>Device/Access</u>	<u>Daily Rental Fee</u>	<u>One time set up fee*</u>
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) 574-4520.

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) 574-4520 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