



## **NORTHVILLE COMMUNITY SENIOR CENTER and RECREATION CENTER AT HILLSIDE Use Guidelines, Rates and Facility Information**

Facilities managed by the Northville Parks and Recreation Department are made available for use in accordance with the guidelines established by the Northville Parks and Recreation Commission.

### **APPLICATIONS**

1. The Facility Contract **must be signed and the deposit paid at the time of reservation** in order for the contract to be valid. The renter must be at least twenty-one (21) years of age and will be responsible for any and all damages incurred during the time designated on this contract.
2. The Parks and Recreation Department reserves the right to demand sufficient time for full investigation of applications, to cancel or deny permits with or without due notice, and to limit the frequency of building use by one group or organization at its discretion.
3. Renter agrees not to assign or in any manner transfer this agreement without the prior written consent of the department.

### **PRIORITY OF SCHEDULING**

Rentals shall be on a first come, first served basis. Rentals may be scheduled one year in advance. Priority of use for scheduling is in the following order:

1. Programs sponsored by the Northville Parks and Recreation Department and Northville Arts Commission.
2. Residents (defined as being employed full-time, owning a business or residing in Northville, Northville Township, or Northville school district) and resident organizations (defined as those organizations that are Northville based or whose participants are at least 80% Northville residents). Proof of residency may be requested by the department.

### **CONDITIONS OF USE**

1. Alcoholic beverages may be allowed by permission of the Department and shall be confined to designated areas only at the Northville Senior Community Center. A special liquor permit from the State of Michigan is required if liquor is sold, or if there is an admission charge to the activity.
2. Smoking is not permitted within any building or within 25 feet of any building entrance by City of Northville ordinance.
3. All groups involving minors must provide their own responsible, adult chaperone(s).
4. Applicants must guarantee:
  - A. Orderly behavior.
  - B. Financial responsibility for any damages due to their use of the premises.
  - C. Responsiveness to directives of department personnel.
  - D. That the activity is of a nature suitable for presentation in a public building.
  - E. That the activity is lawful and conforms to the regulations of state and federal laws, community of Northville, and the Northville Parks and Recreation Department.
  - F. That no tape, staples, glue or any other adhesive materials will be used to decorate the facilities without permission of the Parks and Recreation Department. Tape approved for use on floor surfaces is available for purchase from the Recreation Department for \$10.00 per roll.

- G. That they will not remove, change, or revise anything in the building without specific approval from the Parks and Recreation Department.
  - H. That upon completion of the activity, the room, tables and chairs will be cleaned of all decorations, supplies, and items brought in by the renter.
  - I. Electrical extension cords are not allowed on any floor surfaces.
5. Public events held in the Senior Community Center gym and in the Recreation Center at Hillside gym must use a floor covering. The Senior Community Center gym has a vinyl covering that will be provided by the Recreation Department for a **per day rental fee**.
  6. The Parks and Recreation Department assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.
  7. Renters selling food must comply with current Wayne County Health Department regulations. Applications for a temporary food permit can be obtained by calling the Wayne County Health Department (734-727-7400).

## **INSURANCE**

### **Insurance will be required for the following rentals:**

1. **Events open to the public** Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Parks and Recreation and the City of Northville named "Additional Insured: from set-up to take down".
2. **Private Events** Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage, in the amount of five hundred thousand dollars (\$500,000), combined single limit, under the renter's homeowners or renter's insurance policy.
3. **Rentals for the purpose of providing instruction to the public** Individual(s) or group(s) renting space for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$ 1,000,000), with Northville Parks and Recreation and the City of Northville named "Additional Insured: from set-up to take down."
4. **If alcohol is to be sold or if tickets are sold to an event**, a State of Michigan Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Parks and Recreation and the City of Northville named "Additional Insured: from set-up to take down".

## **PAYMENT OF FEES**

1. All renters must place a 50% when reserving a building. Balance of rent is due thirty (30) days prior to the event.
2. A damage deposit check of \$150.00 is due one week prior to the scheduled event. If no damage occurs, the deposit will be returned within one week after the event.

## **REFUNDS**

**The Northville Parks and Recreation Department will retain 50% of the deposit in the event a renter cancels prior to 45 days before the scheduled event. Refund requests received less than 45 days before the scheduled event will not be returned. NO EXCEPTIONS.**

# FACILITY DESCRIPTIONS

## NORTHVILLE COMMUNITY SENIOR CENTER

### **BANQUET ROOM**

Capacity is 105 people. Accommodates 15 round tables seating up to 7 each.

**Special event** price includes use of the Banquet Room, Service Pantry and the Stage for 6 hours.

### **LIVING ROOM**

May be rented in conjunction with the Banquet Room and seats an additional 30 people.

### **STAGE**

Used primarily for martial arts, fitness class and gymnastics. When rented with the Banquet Room, the stage can be used as a presentation platform or dance floor.

### **SERVICE PANTRY**

Contains a warming oven, microwave, refrigerator/freezer and ice machine. *Customer provides own serving pieces and utensils, etc.*

### **MEETING ROOMS**

Four meeting rooms, each with a capacity of 25. Two may be combined to accommodate 50 people.

### **GYMNASIUM**

Used primarily for basketball, volleyball, and dodgeball. Measures 84'-11" x 50'-8".

## RECREATION CENTER AT HILLSIDE

### **GYMNASIUM**

Two gyms, used primarily for basketball, volleyball, and dodgeball.

Regulation size: 84'-6" x 50'-4"

### **FITNESS ROOMS**

Two fitness rooms, each can accommodate up to 40 people for any type of exercise activity, including martial arts, pilates, batting practice. May be combined to form one large space.

### **CLASSROOMS**

Two classrooms are available, each with a capacity of 25. They may be opened up to form one large room, capacity 50.

# RENTAL RATES

Fees are per hour

RECREATION CENTER AT HILLSIDE 700 W Baseline Northville MI 48167				
	Northville Resident Discount Rate	Northville Resident Special Event Rate	Rental Rate	Special Event Rate
<b>Gym</b>	\$50 half / \$70 full	none	\$75 half / \$105 full	none
<b>Fitness Rooms</b>	\$35 half / \$52 full	none	\$52 half / \$78 full	none
<b>Meeting Rooms</b>	\$27 half / \$45 full	\$154 full 4 hr event	\$40 half / \$68 full	\$231 full 4 hr event
<b>Pool</b>	\$98 w/1 lifeguard	none	\$153 w/1 lifeguard	none

For pool rental information please contact Lindsey at 248-349-0203 ext.1410

NORTHVILLE COMMUNITY SENIOR CENTER 303 W Main St, Northville, MI 48167				
	Northville Resident Discount Rate	Northville Resident Special Event Rate	Rental Rate	Special Event Rate
<b>Gym</b>	\$70	none	\$105	none
<b>Banquet Room</b>	\$99	\$855 6 hour event	\$148	\$1,282 6 hr event
<i>Special Event Rate includes use of the Service Pantry and Stage</i>				
<b>Meeting Rooms</b>	\$27 half / \$45 full	\$154 full 4 hr event	\$40 half / \$68 full	\$231 full 4 hr event
<b>Living Room</b>	\$99	none	\$148	none
<b>Stage</b>	\$37	use included in SE rate	\$55	use included in SE rate
<b>Service Pantry</b>	\$32	use included in SE rate	\$48	use included in SE rate
<b>Full Building</b>	\$2,440 per day	none	\$3,660 per day	none

**\*Resident status** is defined as:

- Residents of Northville, Northville Township, or the Northville School District;
- An individual who owns a business in Northville; or
- An organization that is Northville based or whose participants are at least 80% Northville residents.

Proof of resident status must be provided if requested by the Department.

# NORTHVILLE COMMUNITY SENIOR CENTER

303 W Main Street  
Northville MI 48167

Cady Street Entrance

19.5'

19.5'

27'

RUSSELL

EBERT

10 round tables (48" diameter)  
5 chairs max

1053 sf.

## SERVICE PANTRY

Warming oven, microwave,  
refrigerator/freezer, and  
ice machine

## BANQUET ROOM

15 round tables (50" diameter)  
7 chairs MAX = **105** capacity  
6 serving tables

65' x 34'

2210 sf.

## LIVING ROOM

Senior  
Center  
Offices

NIELD

MAINVILLE

10 long tables (58" x 30")  
5 chairs max

1053 sf.

27'

19.5'

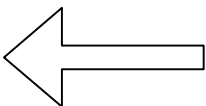
19.5'

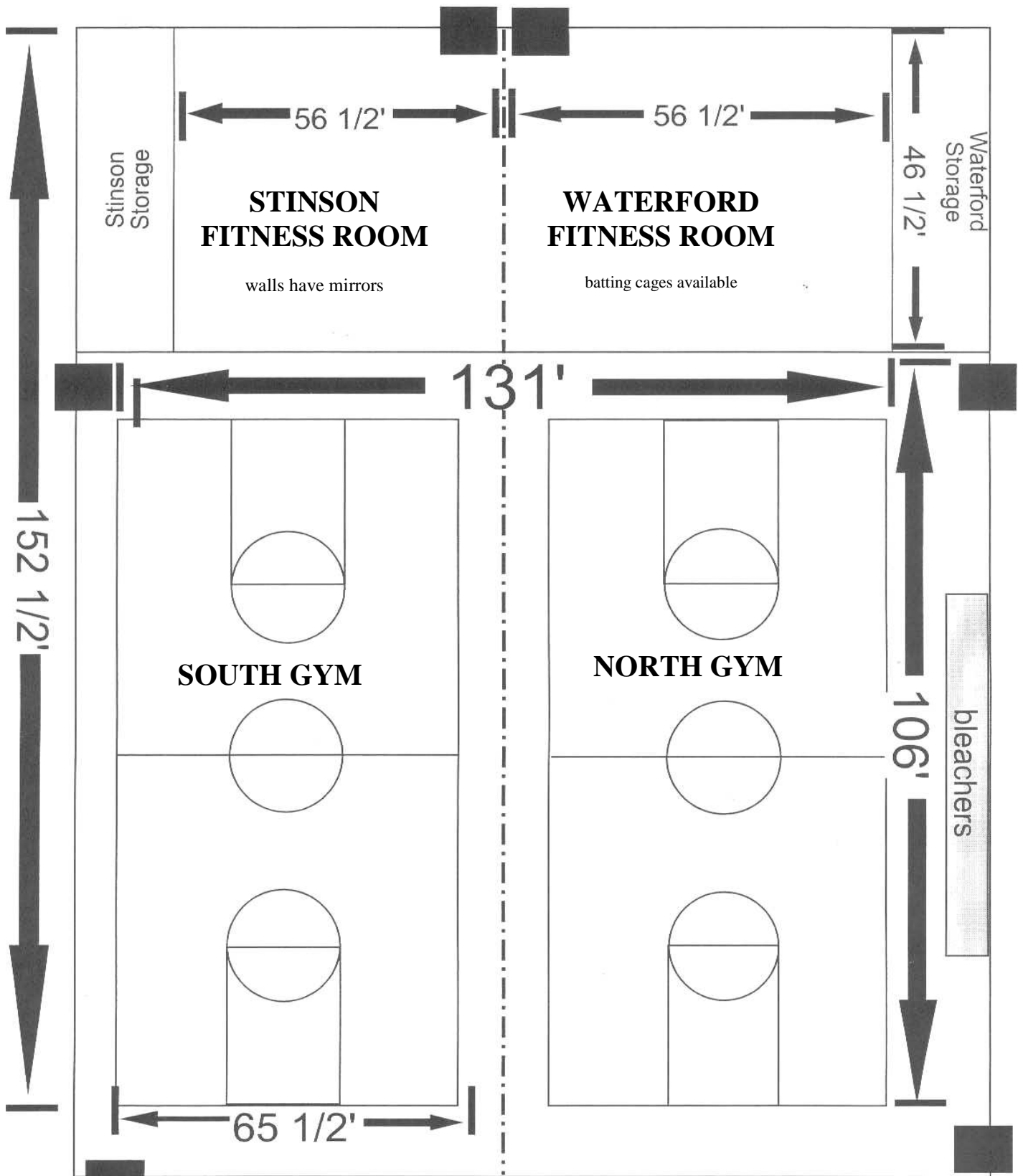
Main Street Entrance

STAGE

85' x 21'

To Gym





Recreation Center at Hillside