



# CITY OF HIGHLAND PARK

Return to Excellence

Hubert Yopp  
Mayor

## FACILITY RENTAL APPLICATION ERNEST T. FORD RECREATION CENTER

*Please review and complete this entire application and submit to Darryl Freeman, Director of Ernest T. Ford Recreation Center, at least three (3) weeks, but no more than six (6) months prior to the requested use date. It is understood that this application is only a request for facility use and in no way indicates approval for use of the Ernest T. Ford Recreation Center.*

Name of Organization or Individual: \_\_\_\_\_

Person supervising activity: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Maximum Attendance: \_\_\_\_\_

Requested Date(s) and Times: Please include any necessary set-up or clean-up time. The start time you list is the time you will be granted access to the facility. Your finish time should be the time you will leave the area. When use dates exceed two (2) days, please attach a schedule of dates and times.

Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Recreation Center accommodations and fees are as follows. Please circle accommodations you are requesting.

	Resident Fee	Non-Resident Fee
Gymnasium		
Kitchen		
Exercise Room		
Conference Room	\$25.00 per hour	\$50.00 per hour

Please list equipment or specialty items you will bring. You must have prior approval. \_\_\_\_\_

The applicant and the applicant's group shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of the Ernest T. Ford Recreation Center. I have read and agree to abide by the regulations established for use of the Ernest T. Ford Recreation Center. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF HIGHLAND PARK

Return to Excellence

Hubert Yopp  
Mayor

## Rental Procedure

- Reservations for the use of the Ernest T. Ford Recreation Center are made at the Recreation Center office located at 10 Pitkin, Highland Park, MI 48203 at least seven (7) days in advance of requested use date. Call (313) 867-3999 to inquire about dates.
- A refundable cleaning/damage deposit of \$50.00 for residents and non-residents is required with the Rental Application. The cleaning damage deposit will be refunded within ten (10) days after event if condition of building and equipment is found in satisfactory condition.
- The full rental fee is due 30 days prior to the event.
- Checks should be made payable to "City of Highland Park." Credit cards are not accepted.
- Rental hours are \_\_\_ a.m. to \_\_\_ p.m., Monday through \_\_\_\_\_, including clean up.

## Recreation Center Guidelines

- Alcohol beverages are not permitted inside the Recreation Center or on the grounds.
- Smoking is prohibited inside the Recreation Center.
- No amplified music is permitted outside the building.
- The person supervising the activity must be present at the Recreation Center throughout the duration of the rental use.
- Rental groups are responsible to set up/return tables and chairs to original location. To protect the wood floor of the gymnasium, please do not drag chairs or tables across the gymnasium floor. Do not take tables or chairs outside of the building.
- Children must be supervised at all times.

## Cancellation Policy

- Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 48 hours of the event start time.

## Decorations

- Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, doors, windows, or floor. Tacks, nails, staples, putty, and tape are prohibited; use of such items will be considered damage to the building.
- The use of rice, birdseed, glitter, silly string, dance wax or real rose petals is not permitted inside the facility or on the grounds.
- Decorations such as balloons, ribbons, or crepe paper must be picked up and removed by the renter at the conclusion of your event.
- The use of candles is prohibited.

## Clean Up

- Begin your clean up early enough to ensure that you are able to leave the facility within your rental time. Wipe tables and chairs down.
- Sweep floors, and mop them if necessary.
- Place garbage in the outside garbage receptacles.
- Return tables and chairs to original location