



City of Southfield

26000 Evergreen Rd. • P.O. Box 2055 • Southfield, MI 48037-2055 • www.cityofsouthfield.com

Southfield Community Organization,

The City of Southfield Parks and Recreation department in an effort to better service the community has put in effect guidelines for free room usage at all Parks and Recreation facilities.

Enclosed is a City – Sponsored Room Rental Application, on the 3rd page are the new guidelines for community organizations and are as follows:

1. All approved groups will be eligible for 12 meetings totaling 36 single room hours per year. Meetings and/or hours exceeded those allotted will be charged at the full rental rate.
2. Southfield based organizations may apply for free room usage to the Parks and Recreation Board. Applications will be reviewed and approved based upon the following criteria:
 - A. Community Service with Parks and Recreation and/or City of Southfield events. Documented and approved minimum of 100 volunteer hours for the previous calendar year.
 - B. Groups comprised of 100% Southfield residents (i.e. Neighborhood Associations).
 - C. Non-secular Southfield Not for Profit organizations that primarily serve the Southfield Community. (I.e. Youth Leagues, Foundations, Charities, etc.)
 - D. Organizations which are engaging in educational, recreation and civic purposes.
3. Organizations wishing to raise funds or charge admission will not be eligible.
4. Approved Community Organizations must submit room requests quarterly: January 1, April 1, July 1 and October 1. Rooms will be assigned based upon availability. Free rooms will only be available during scheduled building hours.
5. Room usage outside of scheduled building hours will result in a \$15/hour staff fee with a minimum charge of 3 hours.
6. Reservations for all locations require a minimum of 10 people.
7. Facilities will not store any materials for organizations using meeting rooms.
8. Organizations must leave the facilities in the condition in which they were found.
9. All General Rules Apply.

All rooms currently reserved will be honored. These policies will take effect immediately, with the year running July 1 – June 30. We ask that all groups have one (1) contact person when reserving rooms. Please review the enclosed application, all groups when applying for rooms are required to complete the entire application each quarter. If you should have any questions please feel free to contact me during normal business hours at (248) 796-4677 or email me at tdavis@cityofsouthfield.com. Thank you in advance for your cooperation.

Sincerely,

Ted Davis, Facility Supervisor
City of Southfield Parks and Recreation

Mayor Brenda L. Lawrence	Council President Sylvia Jordan	City Clerk Nancy L. M. Banks	City Treasurer Irv M. Lowenberg	City Administrator Dale E. Iman	
City Council					
Donald F. Fracassi	Myron A. Frasier	Sidney Lantz	William Lattimore	Joan Seymour	Kenson J. Siver



ROOM RENTAL APPLICATION

Civic - Sponsored Groups

26000 Evergreen Road Southfield, MI 48076 (248) 796-4607 or (248) 796-4615fax

Room Rental

FREE

Date Received: _____

Approved: _____

_____ date:

Equipment(Subject to costs)

Organization:

Contact Name:

Street Address:

Suite or Apt #:

City, State & Zip:

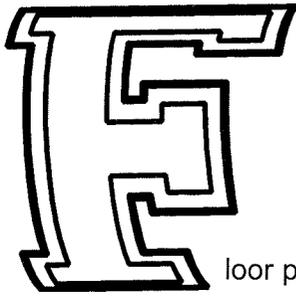
Home, Business or Cell Phone:

Purpose:

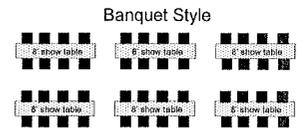
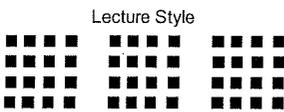
(Please add/send in any information pertaining to your group or function.)

Date(s)/Time(s) Required:

Estimated Attendance (any admission fee):



loor plan or layout



Equipment Rental cost is your responsibility

60" ROUND TABLE	\$10.00\each	BASIC PIPE & DRAPE	\$3.00\per ft.
COVERED/SKIRTED TABLES (This cost varies with rental company)	\$35.00\each	COFFEE URNS	\$16.00\day
PODIUM/MIC	\$85.00\day	90 CUP COFFEE SERVICE	\$50.00\per
TV/VCR	\$150.00\day	50 CUP COFFEE SERVICE (This price will include cups, creamer, sugar, & stir sticks)	\$25.00\per
MOVIE SCREEN	\$25.00\day	STAGE SECTION	\$80.00\event
OVERHEAD/SLIDE PROJECTOR	\$35.00\day	SOUND SYSTEM mixing board 2 - speakers 1 - microphone	\$350.00\day
BLACKBOARD/FLIPCHART (Extra pads at \$5.00/per)	\$20.00\day		
EXHIBIT BOOTH	\$80.00\unit		

Signature of Applicant