



**FACILITY RENTAL AGREEMENT**

**ACCIDENT WAIVER, RELEASE OF LIABILITY AND INDEMNITY/HOLD HARMLESS AGREEMENT**

In consideration of your rental times, you must include any setup and clean up. Access to your room will start at your scheduled check-in, as a Southfield Parks & Recreation staff member will be checking you in and out. Failure to leave by the end of your rental time may result in forfeit of your security deposit.

DATE(S) REQUESTED: \_\_\_\_\_ CHECK-IN: \_\_\_\_\_ CHECK-OUT: \_\_\_\_\_

Individual/Organization Name: \_\_\_\_\_

Authorized Representative (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Parks & Recreation Building:**

- Conference Room - \$25/35
- Dance Room - \$25/35 (Open floor ONLY)
- Marcotte Room - \$55/65
- Multipurpose Room - \$150/160(1-3hrs), \$125/135(4+hrs)
- Upper-Level Meeting Room (Single) - \$55/65
- Upper-Level Meeting Room (Double) - \$100/110

**SET-UP STYLE**  
(Select One)

- BANQUET
- CLASSROOM
- CONFERENCE
- LECTURE
- OPEN

\*\*All hourly rates are shown as Weekday/Weekend\*\*

**Additional Equipment:**

- Projector Screen (Small) - \$25
- Projector Screen (Large - Multipurpose Room ONLY) - \$50
- Projector & Screen (Multipurpose Room ONLY) - \$100
- TV w/ DVD Player - \$25
- Speaker w/ Microphone - \$50

FEES: \_\_\_\_\_ (#Hours x Rental Rate)  
 + \_\_\_\_\_ (Equipment)  
 + \_\_\_\_\_ (Security Deposit)  
 \_\_\_\_\_ TOTAL FEES

**Security Deposit:** I understand that I will have a security deposit for damages and improper clean-up billed to my account with the Southfield Parks & Recreation Department. Upon completion of the rental and a satisfactory inspection by a Southfield Parks & Recreation staff member the fee will be refunded to the credit card used at the time of rental or via check for cash transactions. If I do not meet the stipulations covered in the General Rules and Responsibilities, listed on this application, I will forgo the refund of the security deposit and pay any additional costs incurred within one week following my rental.

Signature of Renter: \_\_\_\_\_

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

\*\*All applications are tentative until approved by a Facility Supervisor\*\*

\*\*Facilities may be rented up to 6 months in advance\*\*

## GENERAL RULES AND RESPONSIBILITIES OF RENTER

1. Renter must be at least 21 years of age to rent. Renter must be present the entire duration of the event. If the event includes youth under the age of 18, there must be at least 2 adults for every 12 youth.
2. Renter must provide completed Facility Rental Agreement, any required insurance certificate and a valid ID at the time of reservation. All fees and security deposits must be paid in full at the time of reservation.
3. Rental of a Southfield Parks & Recreation facility does not imply co-sponsorship by the Southfield Parks & Recreation Department. Please do not include Southfield Parks & Recreation contact information for your event.
4. For the duration of the rental period, Renter must assume the responsibility to have adequate safety measures in place to protect the safety of those in attendance.
5. Facilities must be used for their stated purpose. All room usage must be lawful and in conformity with state, federal and local laws and be suitable for presentation in a public building as approved by the Facility Supervisor.
6. Any person in attendance who behaves in an inappropriate or illegal manner will be asked to leave the premises. All requests and directives by a Southfield Parks & Recreation staff member must be followed. All applicable laws and ordinances will be obeyed.
7. Drugs, alcohol and smoking products of any kind are prohibited in rental rooms.
8. Food/Catering is allowed in rental rooms. Fryers, grills and open flames of any kind are prohibited.
9. Noise must be kept at a level that does not disturb other renters or working staff members.
10. Renter may not sell any items, food, refreshments or services without approval of Facility Supervisor.
11. Renter will be charged for damages and improper clean-up of the facility. If materials, trash, litter, and debris are not disposed of properly by the end of the rental time, you will forfeit the entire security deposit. Renter also assumes full responsibility for clean-up costs and damages incurred to rental property beyond the extent of the security deposit.
12. Renters must provide certificate of insurance for any large interactive games such as Hamster Balls or Sumo Suits and inflatables such as bounce houses. (These items may only be used in Multipurpose Room)
13. All exits, exit corridors and pathways must be free of obstructions at all times.
14. Maximum capacity numbers for all rooms must be observed.
15. Rental rooms cannot be used for lotteries, raffles or gambling of any kind.
16. No admission charge or donation collections are permitted without consent from Southfield Parks & Recreation.
17. Rentals are for the room agreed on and does not include halls, lobby or surrounding areas.
18. Cancellations must be submitted in writing at least 14 days prior to rental date to avoid forfeit of security deposit. This can be done at the Parks & Recreation front desk or by email to [cmorris@cityofsouthfield.com](mailto:cmorris@cityofsouthfield.com).
19. Rental applications may be rejected if the event duplicates or competes with existing programming offered by Southfield Parks & Recreation.

### **ACCIDENT WAIVER, RELEASE OF LIABILITY AND INDEMNITY/HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, \_\_\_\_\_ (Name of Renter) agrees to defend, pay on behalf of, indemnify, and hold harmless the Southfield Parks & Recreation Department, the City of Southfield, its elected and appointed officials, employees and volunteers and others working in behalf of the Southfield Parks & Recreation Department and the City of Southfield against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from Southfield Parks & Recreation Department, the City of Southfield, its elected officials, employees, volunteers or others working on behalf of Southfield Parks & Recreation and the City of Southfield, by reason of personal injury or death and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with this rental.

**I have read and understand all of the rules and policies listed.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and return (with valid ID) to:  
Southfield Parks & Recreation / 26000 Evergreen Rd. / Southfield, MI 48037  
P: (248) 796-4620