

# **STERLING HEIGHTS PARKS AND RECREATION COMMUNITY CENTER BUILDING USE POLICY**

The Community Center has been designed to be a resource for residents and organizations within the boundaries of Sterling Heights. Reservation of the Community Center is permitted solely for recreational and other activities identified herein. Due to Parks and Recreation scheduling, available days, times of building operation, use related to the gymnasiums, community rooms, and seminar room may be limited and can be altered at any time based on the needs of the Parks and Recreation Department and the overall use of the building. For the purposes of setting fees, the following criteria will be used to identify weekday and weekend use:

- Weekday – Monday – Thursday, Friday before 4:00 pm
- Weekends – Friday after 4:00 pm, Saturday – Sunday
- Rental time includes set-up, activity, and departure.

**General** guidelines for facility use are:

- Reservations can only be made by a Sterling Heights resident or a city based business or organization. The resident applicant responsible for the reservation must be in attendance during the entire rental or facility use.
- Additional rental hours must be added at least 48 business hours in advance of a rental (pending availability) and cannot be added on the day of the facility use.
- Required security deposits may be made in the form of cash, cashier's check, money order, or credit card and will be returned in the form of a check (4-6 weeks) or back to credit card after the rental once it is determined that the facility was left in acceptable condition and the group vacated the building on time. Acceptable condition means that only basic cleaning (vacuuming, wiping down tables, light sweeping, etc. is required).
- One half of the security deposit will be forfeited if the group leaves 5-30 minutes after building use has ended per agreement.
- The full security deposit will be forfeited after 30 minutes if the group has yet to vacate the facility per the signed agreement. The Sterling Heights Police Department may also be called to disburse the group if necessary.

- Decorations are permitted but may not be attached to any building surface (including ceilings or walls). Only table decorations are permitted but glitter and confetti are not. Use of glitter or confetti will result in a forfeiture of the security deposit.
- Cancellations made at least seven days in advance of the scheduled facility use will be entitled to a 50% refund of the building use fee and full security deposit. There will be no refund for cancellations inside of seven calendar days from the scheduled building use, however, the security deposit will be refunded in full.
- Music must be family friendly and can only be played through the center's audio visual system. Music volumes will not be played at high volumes and may be shut down if content is disruptive to Parks and Recreation Department operations or is unfit for public consumption (at the sole discretion of the Parks and Recreation Department's staff).
- Entertainment attractions including but not limited to bounce houses, ball pits, petting farms/animal exhibits, etc. are not permitted with building use. Any other entertainment attraction including but not limited to face painters, airbrush/ henna tattoo artists, balloon twisters, photo booths, etc. must be disclosed on the rental application and approved in advance by the Parks and Recreation Director or his/her designee. If approved, a department provided hold harmless form signed by the entertainment provider will need to be submitted at least 48 business hours prior to the use date and additional fees may apply.
- Kitchen facilities are not provided for storing, prepping, refrigerating, or heating food, however, limited freezer space will be made available to store ice and/or frozen dessert. All food served must follow health department guidelines. The Parks and Recreation Department has authorized select vendors to supply food for meetings and functions if ordering. Only these businesses can be used when ordering in food. Bagels, donuts, cake, ice cream, coffee (in containers), and packaged snacks and beverages are permitted without catering services. "Pot-luck" style functions are not permitted.
- Tobacco, smoking, vaping, and hookah are not permitted in the building at any time.
- Alcohol sales and/or consumption are not permitted as part of any rental or facility use.

- The Seminar Rooms are set classroom style with rectangle tables and two chairs per table. Audio visual resources available include podium (limited quantities), overhead speakers and monitor for presentation. Any function requiring a different configuration is subject to a \$100 set-up fee.
- The Community Rooms are set banquet style with round tables and ten chairs per table. Audio visual resources available include podium (limited quantities), overhead speakers, projector, and screen. Any function requiring a different configuration is subject to a \$100 set-up fee.
- Failure to provide accurate information of event type or number of attendees may result in termination of the building use once it has been identified, which may occur during the function.
- Except as conducted at the pre-approved location(s) assigned in accordance with the rules and regulations in the City's Expressive Activity APPO, the following activities are prohibited in all other areas within the Community Center facilities:
  - Solicitations involving signature gathering and/or handouts
  - Campaign fundraising or party fundraising activities
  - For-profit and not-for-profit sales of any nature
  - Distribution of handbills, literature, or other tangible items
  - Affixing or erecting any sign, advertisement, tent, or temporary structure on public property
  - Remaining immobile or loitering within a limited area for the purpose of conveying a message
  - All other expressive activities
- Requested uses that may have a negative impact on Parks and Recreation program and event participation or revenue will not be permitted or approved.