

# ROOSEVELT PARK COMMUNITY CENTER INFORMATION

Roosevelt Park is proud to provide **our residents** with a beautiful facility to use for family parties and celebrations. Our goal is to keep it beautiful. All groups using the facility must comply with local fire safety regulations, State Laws and all building regulations. The event renter is responsible for the cost of repairing damage to the building, furnishings and equipment.

## Maintenance Issues

For significant issues with the heating and cooling systems, lights and power, restrooms, etc. please contact City Hall at 231-755-3721 during business hours (M-T 8:00 am to 5:00 pm, Fridays 8:00 to Noon) or Central Dispatch non-emergency at 231-722-3524 after normal business hours and they will dispatch City personnel.

## Housekeeping Items

- Supply closet with broom/dust pan, mop, and general cleaning supplies for your use. Please return all cleaning supplies to the supply closet.
- We provide: 8 - 8' tables, 7 – 6' Round tables and 95 folding chairs. Please return these to the supply closet when done.
- There is a coffee pot in the kitchen for your use. Please clean coffee pot and refrigerator prior to locking up.
- Extra garbage bags are in the bottom of the garbage cans under the current bag.

## Building Rules/Regulations

- The Community Center may only be used from 8:00 am to 10:00 pm.
- Only residents of the City of Roosevelt Park may rent the facility.
- There shall be NO POSSESSION OR CONSUMPTION OF ALCOHOL OR MARIJUANA in the Community Center or any City Park.
- Inflatable equipment is prohibited.
- No animals, other than service animals, are allowed in the building.
- The City, not wishing to condone one religion over another, excludes all religious functions and events from occupying the Community Center.
- The facility shall not be used for political activities by political parties.
- Individuals and /or groups using the facility are responsible for cleaning up and leaving the facility in ready to use condition, i.e., remove all decorations, put away tables and chairs, mop-up spills, clean kitchen area, empty full waste baskets and place trash in outdoor trash cans.

## Contact Information

Roosevelt Park City Hall  
After Hours Non-Emergency  
Police/Fire Emergency

(231) 755-3721  
(231) 722-3524  
Call 911

Monday – Thursday 8:00 am to 5:00 pm &  
Friday's 8:00 am to noon