



City of Roosevelt Park

COMMUNITY CENTER POLICY

Community Center Address: 3106 Roosevelt Rd., Muskegon, MI 49441

AMENDED 10/24/2024

EFFECTIVE 12/01/2024

- The primary purpose of the Community Center is to provide a public recreation center for City of Roosevelt Park residents. Reservation day is not held until application is completed and rental fee is paid.
- The city, not wishing to condone one religion over another, excludes all religious functions and events from occupying the Community Center.
- The building shall not be used for political activities by political parties.
- There shall be no possession or consumption of alcohol or marijuana in the Community Center or any city park.
- All groups using the facility must comply with local fire safety regulations, state laws, and all building regulations.
- No animals, other than service animals are allowed in the building.
- No inflatables (i.e. bounce houses) are allowed in building or in the park.
- No skateboards, rollerblades, hoverboards, one-wheels, bikes, etc. are allowed in the building.
- Private gatherings will be scheduled for residents of the City of Roosevelt Park only and are limited to **6 rentals** in a calendar year. This excludes groups/nonprofits who have made special arrangements.
- The Community Center may only be used from **8:00 AM to 10:00 PM** *on the day it is rented*. **Early access is NOT allowed.** If city is made aware the building was accessed prior to the rental date additional rental fees will be charged.
- The applicant is responsible for the cost of repairing damage to the building, furnishings, and equipment. If the deposit is insufficient, legal action will commence for the remaining balance.
- **Individuals and/or groups using the facility are responsible for cleaning up and leaving the facility in ready to use condition. A check list is provided and must be returned with key.**
- **Failure to adhere to the rules as established by this Community Center Policy shall result in the confiscation of the deposit and possibly denial of the individual's and/or group's future use of the Community Center.**

Groups using the facility agree to save and hold harmless the City of Roosevelt Park and its agents from any and all liabilities or responsibilities arising from incidents related to the use of the facility or grounds. It is further understood and agreed by all users of the facility that the City of Roosevelt Park assumes no obligation regarding the use of the premises by the users.

The City of Roosevelt Park reserves the right to determine who shall and shall not use the facility. The City can deny the use of the facility if in the City Council's judgment, the particular request for facility use is not in the best interest of the community.

No individual, association, or organization organized for profit, shall be allowed to use the Community Center facility for the purpose of any activity which is intended to result in a profit to said individual or group, or which is used for the purpose of conducting solicitation of funds, donations, bingo, or other activities designed to raise funds for any purpose. This paragraph shall not prevent an individual and/or group from requesting nominal donations from persons attending any function for the sole purpose of paying for expenses actually incurred in holding said function.

RENTAL RATE INFORMATION

Private Gatherings:

\$200 refundable security deposit required at time of receiving key, this must be cash. **All or a portion of the deposit may be held for lost key, damages, or cleaning.**

Daily Fee - \$450.00

8:00 am – 10 :00 pm. Early set up is NOT ALLOWED.

Mona Shores Public Schools:

Mona Shores Public Schools **student group** activities are not required to pay a rental fee or deposit.

Non-Profit/Charitable Organizations:

Non-Profit and Charitable organizations meeting the following criteria are not required to pay a rental fee.

1. The organization is a designated 501(c)3 agency.
2. The organization is located or chartered in the City of Roosevelt Park.
3. Reservations are not available for Fridays, Saturdays, or Sundays.
4. Reservations are limited to one (1) per month at no charge.
5. The organization may be required to have a refundable security deposit on file.

Application Procedure/Requirements:

1. An application form may be obtained at City Hall.
2. Scheduling of the facility will be on a first come, first serve basis. However, the City reserves the right to reschedule groups to meet the needs of the City (i.e., Elections, City functions).
3. The full amount of the rental is due at the time of application. Reservation date will be blocked when application and payment are turned in at City Hall. The security deposit is due when key is picked up at City Hall.
4. All individuals and/or groups are required to pick-up the Community Center key at City Hall during regular business hours on the day of the reservation or the previous business day if reservation is for a day City Hall is closed.
5. Key and a completed Rental Check Sheet must be returned to City Hall front desk or placed in the drop box at City Hall the first business day after the event.
6. All event cancellations must be made in writing at least 30 days prior to the event date for a full refund. Cancellations made less than 30 days prior to the event date will be issued a refund for **half** of the rental amount. Refunds will not be given for same day cancellations or failure to pick up key during business hours.
7. Security Deposit Refund will be available within two business days for those eligible for a full refund. Partial refunds may take up to 30 days for processing.