City of Roosevelt Park
COMMUNITY CENTER POLICY

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

AMENDED 11/22/2019
EFFECTIVE 01/01/2020

- The primary purpose of the Community Center is to provide a public recreation center for City of Roosevelt Park residents. Reservations are not put on calendar until application and Rental fee are 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.
- **Private gatherings** will be scheduled for residents of the City of Roosevelt Park only and are limited to 6 rentals in a calendar year. An example may be showers, parties, reunions, etc. This excludes groups/nonprofits who have made special arrangements.
- The Community Center may only be used from 8:00 AM to 10:00 PM.
- 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.
- 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 are allowed in building or in the park.
- 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, 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.**

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 SCHEDULE

Private Gatherings:
$200 refundable (KEY) security deposit required at time of receiving key. A $200 charge will be assessed for all lost keys.

*******Community Room	Weekday	Weekends
8:00 am – 10 :00 pm	**$250.00**	**$250.00**

Mona Shores Public Schools:
The Mona Shores Public Schools **student** activities (Example Girl/Boy Scout Troops, Band events, etc.) are not required to pay a fee.

Non-Profit/Charitable Organizations:
Non-Profit and Charitable organizations may use the Community Center without paying a fee under the following criteria:

1. The organization is designated as a 501(c)3 agency.
2. The organization is located or chartered in the City of Roosevelt Park.
3. The organization cannot use the Community Center without a fee on Friday, Saturday or Sunday during the months of June, July and August.
4. The organization will be required to pay the refundable deposit.

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 (Ex. Elections).
3. The full amount of the rental is due at the time of application. Your reservation will go on the calendar 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 prior to the event during regular business hours and return the key the next business day. **The City will not make special arrangements to open the Community Center for any individual and/or organization failing to obtain a key prior to your event.** A $200 charge will be assessed for all lost keys.
5. All event cancellations must be made in writing at least 30 days prior to the event date, so that the City may have time to book other events. Cancellations made less than 30 days prior to the event date will be issued a refund for **half** of the rental amount.