

# RESERVATION POLICY

## CATHERINE BONIFAS CIVIC CENTER

(September 1, 2016 through August 31, 2017)

### 1. POLICY

The Catherine Bonifas Civic Center meeting rooms, recreation and social facilities owned by the City of Escanaba are maintained and equipped for public use for the purpose of recreational, cultural, governmental and social activity.

### 2. AUTHORITY

The Recreation Department shall schedule the use of the Civic Center recreation facilities and meeting rooms. Any groups wishing to appeal any decision made by the Recreation Department, and if dissatisfied, may appeal the ruling to the Recreation Advisory Board.

### 3. FACILITY USE

- A. Civic Center meeting room facilities will be available as determined by the Recreation Department.
- B. Regular hours at the Civic Center will be in effect September 12, 2016 through May 5, 2017. Hours are 7:30 a.m. to 9:00 p.m., Monday - Friday and on Saturdays as activities and reservations warrant use.
- C. Summer hours at the Civic Center will be in effect May 6, 2016 through September 11, 2017. Regular summer hours will be 7:30 a.m. to 4:00 p.m., Monday - Friday. Evening meetings, recreation and social activities will be scheduled at the discretion of the Recreation Director.
- D. Organizations and individuals will be permitted to reserve recreation or meeting room facilities on a regular basis at the Civic Center (weekly, bi-weekly, monthly or bi-monthly) if space is available with applicable fees, as determined by the Recreation Director.
- E. Priorities for facility use shall be as follows:
  1. City sponsored activities or meetings;
  2. City recreation sponsored activities;
  3. Resident group sponsored recreation, civic, fraternal, social and activities or meetings;
  4. Resident groups for private parties;
  5. School, State, County or Federal governmental activities or meetings;
  6. Non-resident activities or meetings.
- F. All requests for meeting room reservations will be considered. The Recreation Department will assign meeting room reservations at the Civic Center based upon appropriate facilities for the planned activities, staffing requirements, and priority requirements set forth in this policy.

Priority list will be utilized if conflicts exist with meetings or activities. Most requests will be taken on a first come, first serve basis.

#### 4. RESPONSIBILITY

Groups or individuals reserving the facility shall abide by the following regulations:

- A. Each individual or group using the facility shall be responsible for any damage to or loss of City-owned equipment or facilities.
- B. Damage charges shall be invoiced by the City and will be due and payable before the individual or group may be granted facilities in the future.
- C. Proper supervision, in some cases, must be provided and be approved by the Recreation Department.

#### 5. BUILDING OPERATING REGULATIONS

- A. Sale, distribution or consumption of alcoholic beverages and activity involving gambling is prohibited.
- B. Unnecessary noise, profanity, disorderly or improper conduct shall not be permitted.
- C. No partisan political material may be posted or distributed in the building or upon the grounds.
- D. Smoking is prohibited on the Civic Center campus.

#### 6. APPLICATION

- A. Requests for the use of facilities or rooms are recommended to be made through the Civic Center Office Assistant **at least two weeks** prior to intended use. Availability of facilities or rooms will be evaluated according to Section 3, paragraph (e) of this policy statement if a conflict exists.
- B. Application forms may be obtained at the Civic Center, 225 North 21st Street.
- C. All applications must be completed with proper information requirements satisfied.
- D. RESERVATION FEES MUST BE SUBMITTED WITH COMPLETED APPLICATION FORM. Application, with enclosed payment of reservation fee, will act as a room confirmation. Failure to submit payment of reservation fee with the application will nullify room reservation.

Mail completed application form and reservation to:

ESCANABA RECREATION DEPARTMENT  
P O BOX 948  
ESCANABA MI 49829-0948  
Fax: (906) 789-3798  
Phone: (906) 786-4141  
e-mail: recreation@escanaba.org

(Make checks payable to the City of Escanaba)

## **7. SOLICITATION OF FUNDS**

Solicitation of funds is not permitted in City buildings and no admission fees may be charged by individuals or private groups except in the case of events held for the benefit of the residents of the City of Escanaba and/or specifically approved by the Recreation Director.

## **8. PREPARATION FOR MEETINGS**

- A. Group should arrange to prepare their own set-up of equipment, tables, chairs, etc., unless otherwise arranged for through the Recreation Department.
- B. Room and facilities must be left as they were found. Arrangements should be made if additional equipment is needed for clean-up process.
- C. Individuals or groups wishing the Recreation Department to set-up equipment for meetings, etc., shall pay a minimum charge of \$10.00. Any "other than normal" clean-up required by the Department shall be charged to the group at a rate of \$15.00 per hour.

## **9. LIABILITY AND INSURANCE**

The City of Escanaba is not liable for theft, damage of personal property or personal injury that may occur to any member(s) of any group(s) or individuals while on the premises.

Groups and organizations renting, leasing, or utilizing Civic Center facilities on a long-term basis or for special activities may be required to purchase and maintain minimum personal injury and property damage liability insurance as follows:

- A. Maintain liability insurance for personal injuries in the amount of \$300,000 per person and \$500,000 per group;
- B. Maintain liability insurance for property damage in the amount of \$50,000;
- C. The City of Escanaba must be named as "additional insured" to all policies;
- D. The City of Escanaba must be provided with proof certifying that the minimum insurance requirements are being maintained;
- E. Insurance policies provide that the City of Escanaba be given at least fifteen (15) days notice prior to their cancellation.