



1866 Woodland Drive ♦ Saline, Michigan 48176-1613  
Phone: (734) 429-3502 ♦ Fax: (734) 429-5208 ♦ www.cityofsaline.org/parks

**FACILITY RENTAL APPLICATION**

FOR THIS APPLICATION TO BE SUBMITTED FOR APPROVAL, EMAIL THIS PDF TO [kkooperman@cityofsaline.org](mailto:kkooperman@cityofsaline.org)

Contact Name \_\_\_\_\_ Group (if applicable) \_\_\_\_\_  
Resident /Member [ ] Non-Resident [ ]

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_, 20\_\_\_\_ Day of Week M T W TH F SA SU

Time In (Include Set Up) \_\_\_\_\_ am / pm Time Out (Include Clean Up) \_\_\_\_\_ am / pm

Approximate Number-Attending \_\_\_\_\_ Type of Activity \_\_\_\_\_

Please draw a diagram for room set up on reserve side of application.  
These prices are based on a per hour basis.

<u>Room</u>	<u>Resident/ Member</u>	<u>Non-Resident</u>	<u>Room</u>	<u>Resident/ Member</u>	<u>Non-Resident</u>
Multipurpose Room	\$ 50	\$ 70	Leisure Pool	\$120	\$220
Class Room	\$ 40	\$ 60	Competitive Pool	\$150	\$275
Kids' Corner	\$ 40	\$ 60	Gym	\$ 75	\$100
Aerobics Floor	\$ 50	\$ 70	Total Facility	\$200	\$350
Racquetball	\$ 30	\$ 50	Lock-In	\$1400/\$14 per person	
Cabana	\$ 75	\$100			

\*Pools and Gym are rented after-hours only. NOTE: The Saline Recreation Center may be rented after regular business hours. After-hour rentals will incur an additional cost of \$20/hour for each staff person required for the rental. There is a one (1) hour minimum on all rentals. All rentals are subject to approval.

I hereby made this application for the use of the above stated room(s) on the date and hours stated above. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of City of Saline room(s) as adopted by the City of Saline. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Saline, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Saline, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Saline, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Saline, its officers, agents and employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Received by \_\_\_\_\_

Fee \$ \_\_\_\_\_ Put on Facility Calendar \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Visa/MC/DISC

Approved By \_\_\_\_\_ Date \_\_\_\_\_

City Council Approved : 2/11/08



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## Room Set Up Request

**Please diagram below the way you would like the room set up for your event.**

\_\_\_\_\_ number of tables

\_\_\_\_\_ number of chairs

Special Requests \_\_\_\_\_

\_\_\_\_\_



## RULES AND REGULATIONS FOR USE OF RECREATION CENTER

1. Anyone interested in using the Saline Recreation Center facilities must submit an application with full payment for to the Parks and Recreation Department for approval and processing. Use of only the specified facilities, dates and times approved on the rental application will be granted.
2. After hours rentals are calculated based on rental fee and number of staff required for the rental. The Facility Manager will be in contact to discuss fees and payment. Full payment is required to secure the rental date.
3. There is a one-hour minimum on all rentals. Rental times can be reserved on the hour or ½ hour. Rentals will not start or end on the quarter hour.
4. Solicitation of funds is not permitted in the building and admission fees may not be charged by individuals or groups.
5. **Cancellation policy:** Saline Parks & Recreation reserves the right to cancel a rental at any time due to facility malfunction or staffing issues. Saline Parks & Recreation will do its best not to cancel; a full refund will be issued in this situation. Cancellation by renter must be seven days prior to rental date for a full refund (minus administrative fee). Less than seven days notification will result in forfeiting ½ of the rental fee. Less than 24-hour notification results in loss of all rental fees.
6. The renter is responsible for the proper use of the facilities. Facilities will need to be left in the condition in which they were received. Groups will pick up debris, wipe up spills, return all items to their original location and clean up all materials they brought in. Any cost incurred by the City for additional clean up shall be assessed to the renter.
7. Clean up will be performed by the applicant following use. Clean up will include removal of materials brought in, removal of decoration, disposal of trash in proper receptacles, cleaning of all counters, walls, tables and chairs.
8. Property of the Saline Recreation Center will not be removed from the facility at any time.
9. Upon arrival, the rental point person must check in at the registration desk. If daily passes need to be purchased, coordinate with front desk staff for numbers or enter membership numbers. Staff will assist with any further questions or set up issues that need to be addressed. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the center.
10. Groups will conduct themselves appropriately and be courteous to other people in the building. Evidence that proper precautions are being provided by the rented may be requested prior to final approval of the application. The Parks and Recreation Department reserves the right to require additional staff at the renter's expense. The Parks and Recreation Department also reserves the right to require a security

deposit in advance in addition to the rental fee. The deposit will be refunded in full or part, or forfeited depending upon the condition of the facility and expenses incurred as a result of the activity.

11. The Parks and Recreation Department will provide normal facilities and equipment appropriate to the area being used (i.e., tables and chairs, restrooms, waste containers). Special equipment such as audio visual or athletic equipment must be identified on the permit. Use of specialized equipment may result in additional charges. Additional equipment must be approved by the Parks and Recreation Director.
13. All rules and regulations governing the Saline Recreation Center must be adhered to at all times. The following are prohibited in the Saline Recreation Center:
  - Possession or consumption of alcohol in and around the premises.
  - Possession or consumption of drugs in and around the premises.
  - Smoking.
  - Gambling for profit unless licensed by the Michigan Bureau of State Lottery.
  - Firearms, knives or other weapons.
  - Food or drinks except in designated areas.
  - Use of areas other than the ones designated on the permit.
  - The use of open flames, such as lighted candles, sterno cans, etc.
14. All advertising, except that incidental to programs and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained from the Parks and Recreation Director prior to the scheduled function.
15. Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Building Supervisor prior to hanging any decorations.
16. The placement of posters and banners within the Recreation Center will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.
17. Groups shall be restricted to the room(s) assigned, except for use of restrooms, lounge or common areas.
18. Permanent storage facilities are not available in the Recreation Center.
19. Must be 21 years of age or older to rent the facility.
20. Groups using the facility comprised of individuals under 17 years of age must

have two (2) adults, 21 years or older, in attendance for every twenty (20) persons during the time of use. Children must be directly supervised at all times.

21. A Building Supervisor will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages or loss of equipment must be reported to the Building Supervisor and or department staff.
22. The City of Saline and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the City of Saline for any loss or damage described herein.
23. The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.
24. The City of Saline shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors or guests of the permit holder.
25. Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Recreation Center.
26. Available equipment: TV/VCR/DVD, basketballs, volleyballs and net, badminton rackets, net and birdie, table tennis, racquetball rackets and balls, wallyball.

### **RENTAL RATES FOR SALINE RECREATION CENTER**

**Resident/Member Rental Category** - City of Saline residents, Saline Recreation Center members, groups and organizations in Saline may rent recreational facilities at the resident/member rates provided they are not used for private or individual monetary gain. Such uses might include but is not limited to, a group of friends or co-workers playing basketball, bridal and baby showers and parties.

The Director of Parks and Recreation is responsible for interpreting and administering these rules and regulations.

### **Non-Member Rental Category**

Individuals, groups or organizations who are not residents of the City of Saline or members of the Saline Recreation Center.

Revised 6/27/12  
Approved by City Council: 2/11/08