

CITY OF BERKLEY

— PARKS & RECREATION

COMMUNITY CENTER

2400 ROBINA, BERKLEY, MI 48072

COMMUNITY CENTER FACILITY RENTAL APPLICATION

EVENT OR MEETING TYPE: _____

NAME: _____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

PHONE: _____

EMAIL: _____

****Approved Community groups and/or non-profit organizations will pay 50% of room fees****

Updated 8/22/25

HOURLY RENTAL RATES

Berkley Resident

Facility Hours: 9:00 AM-10:00 PM

Monday-Thursday

- Senior Annex (approx. 25)- **\$30/hr.**
- Large Meeting Room (approx. 25)- **\$30/hr.**
- Multi-Purpose Room (approx. 200)- **\$60/hr.**

Friday-Sunday

- Senior Annex (approx. 25)- **\$60/hr.**
- Large Meeting Room (approx. 25)- **\$60/hr.**
- Multi-Purpose Room (approx. 200)- **\$100/hr.**

*2 hour booking minimum on weekends

Non-Resident

Facility Hours: 9:00 AM-10:00 PM

Monday-Thursday

- Senior Annex (approx. 25)- **\$40/hr.**
- Large Meeting Room (approx. 25)- **\$40/hr.**
- Multi-Purpose Room (approx. 200)- **\$70/hr.**

Friday-Sunday

- Senior Annex (approx. 25)- **\$70/hr.**
- Large Meeting Room (approx. 25)- **\$70/hr.**
- Multi-Purpose Room (approx. 200)- **\$130/hr.**

*2 hour booking minimum on weekends

RENTAL POLICIES (REVERSE SIDE)

JANUARY _____

MAY _____

SEPTEMBER _____

FEBRUARY _____

JUNE _____

OCTOBER _____

MARCH _____

JULY _____

NOVEMBER _____

APRIL _____

AUGUST _____

DECEMBER _____

ROOM DESIRED: _____

NUMBER EXPECTED: _____

- ONCE YOUR REQUEST IS APPROVED BY STAFF, YOU ARE REQUIRED TO PROVIDE YOUR CREDIT CARD INFORMATION IN ORDER TO SECURE THE DATE
- WHILE CREDIT CARD INFORMATION IS REQUIRED TO SECURE THE DATE, YOU MAY CHOOSE TO PAY VIA CASH OR CHECK, DUE 14 DAYS PRIOR TO YOUR RENTAL DATE (PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF BERKLEY")
- IF PAYING BY CREDIT CARD, YOUR BALANCE WILL BE PROCESSED WITH THE GIVEN CREDIT CARD INFORMATION 14 DAYS PRIOR TO YOUR RENTAL DATE (STAFF WILL REACH OUT VIA EMAIL OR PHONE WITH REMINDERS)
- A CANCELLATION FEE OF \$20 IF NOTIFIED LESS THAN 14 DAYS BEFORE YOUR RENTAL (THE CARD ON FILE WILL BE PROCESSED)

FOR OFFICE USE ONLY

Total Hours: _____

Balance Due: _____

Payment Type: _____

Due Date: _____

CC on File: _____

RETURN FORM TO: Josh Boal | jboal@berkleymi.gov

COMMUNITY CENTER FACILITY RENTAL POLICIES

- The City of Berkley Parks and Recreation Department is responsible for the operation of the Berkley Community Center. The Recreation Department reserves the right to refuse the use of the building to any person or organization that the Department has reason to believe may cause damage to the Community Center of the City of Berkley.
- The Parks and Recreation Department reserves the right to cancel or deny use with or without due notice, and to limit the frequency of building use by any group or organization if the Department determines that the applicant has violated the rental policy or has denied to others fair use of the building.
- The City of Berkley shall not be held responsible for any property loss, accidents or damages incurred by the person(s) or group using the building, and is released from any and all such claims for damages of any nature.
- All groups must follow the following fire regulations:
 - a. The use of open flames are forbidden.
 - b. Electrical decorations and extensions must be flame proofed and U.L. approved.
 - c. Decorations such as straw, leaves, excelsior or streamers require special permission.
 - d. Exits, corridors and hallways must be free of obstructions at all times.
- Smoking is prohibited in the building.
- Any group using the building must provide the supervision of a responsible adult, 21 years of age or older. It is the sole responsibility of the renter to keep count of the number of guests - number of guests allowed per room is listed on the front of this form. If the number of guests exceeds this amount, Berkley Public Safety may be called.
- The use of alcoholic beverages in the Community Center is prohibited.
- Pets are not allowed in the building except those leading the blind, and by special permission.
- Gambling or solicitation of funds is prohibited in the building.
- Balloons are permitted, but must be securely tied. There is a \$20.00 charge for balloons which must be retrieved from the ceiling.
- The sale of products or services by commercial enterprise is not permitted.
- Religious promotions are prohibited on the premises.
- Groups must arrange to do their own set-up of tables and chairs, and must return them to their original places at the completion of activities. Rental fee must include time needed for set-up, take-down and clean up.
- The applicant is responsible for the general clean-up of the building:
 - a. Removal of all material brought in, including all decorations.
 - b. Tables, chairs and floors must be left clean. Proper clean-up of kitchen if used is required.
 - c. Groups will lose part of, or all, of their security deposit for any damages or improper clean-up of the building.
- The kitchen area:
 - a. You may use the fridge, freezer, microwave, and sink.
 - b. The oven is NOT operational and is not to be used.
- Food/Catering is allowed in rental rooms. Fryers, grills and open flames of any kind are prohibited.
- Community Center hours will be from 9:00 am to 10:00 pm throughout the week. These hours will stay in effect unless special permission has been granted by the Recreation Department.
- An application must be submitted to the Parks and Recreation Office at least 30 days in advance of the requested date of use. The Department cannot guarantee that action will be taken on an application submitted after this time.
- Persons will be charged for time they are present which exceeds their original designated time. The amount will be in relation to how long past the reserved time a group stays. This includes any extra clean up time not previously taken into account.
- Rental fees will be divided into two categories: Resident and Non-Resident. A resident is anyone who lives, owns property, or owns a business in the City of Berkley. All others who fail to meet these requirements will be considered non-residents.

We/I request the use of a Berkley Municipal facility. We/I hereby state that the above rules have been read and agree to abide by the rules of this agreement.

Printed Name: _____

Signature: _____

Date: _____