

# **RESERVATION POLICY**

## **CATHERINE BONIFAS CIVIC CENTER**

### **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 are 7:30 a.m. to 6:30 p.m., Monday - Friday and on Saturdays 12:00 p.m. – 6:30 p.m.
- C. Summer hours at the Civic Center are 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 **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 or online at [www.escanaba.org](http://www.escanaba.org).
- 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  
Fax: (906) 789-3798  
Phone: (906) 786-4141  
e-mail: [recreation@escanaba.org](mailto: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.

## 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.

## 10. RESERVATION FEES

Reservation Fee Rates shall be as follows:

### **CIVIC CENTER**

Meeting room 114	\$20hr/resident	\$25hr/non-resident
Meeting room 121	\$20hr/resident	\$25hr/non-resident
Club room	\$20hr/resident	\$25hr/non-resident
Senior Activity Room (after 4:00pm M-F)	\$20hr/resident	\$25hr/non-resident
Main Meeting room	\$25hr/resident	\$30hr/non-resident
Kitchen	\$10 for 2 hours	
Pistol/Archery Range	\$20 hour	
Gym	\$40hr/resident	\$50hr/non-resident
Gym ½ Court	\$25hr/resident	\$30hr/non-resident

**Failure to Cancel \* base rate of room x number of hours reserved**

**\* 48 Hour Notice required to cancel a reservation**

Reservation Fee Special Rates - Civic Center

1. Selected groups have made special arrangements and will be assessed a flat fee for the reservation of facilities as outlined in their agreements. These groups will be assessed a special fee because of admission charges, tuition charges, or high costs of utilities or supervision to carry out the activity.

Groups in this classification and charges are:

**Group/Classification**

CAA Senior Citizens Center

2. The Recreation Department will retain the right to place individuals or groups in the Special Fee Classification if the Department feels an excess of supervision, utility, or clean-up costs warrant such a charge.

D. Individual Use Fees - Civic Center

<b><u>Group</u></b>	<b><u>Activity</u></b>	<b><u>Fee</u></b>	<b><u>Fee</u></b>
Adult Annual Fee	Use of Gymnasium, Gameroom, Pistol/Archery Range	\$50 per year-res \$60 per year/non	\$50 per year-res \$60 per year/non
Adult Daily Pass	Use of Gymnasium, Gameroom, Pistol/Archery Range	\$5.00 per day	\$5.00 per day
College Daily Pass	Use of Gymnasium, Gameroom, Pistol/Archery Range	\$3.00 per day	\$3.00 per day