



Adopted by the City  
Commission 10/30/06  
Effective January 1, 2007

**CITY OF WALKER**

**COMMUNITY ROOM USE POLICY AND PROCEDURES**

The following City of Walker facilities are available for use by the public. Soliciting, lobbying, fundraisers, auctions, and sales of any type, displaying, advertising or leasing of any article or service are not permitted. Your application should specify the building and room you wish to use:

Facility Space:	*Max. Occupancy
Community Room #2- 4101 Lake Michigan Drive NW	154 persons
Community Room #3- 1470 3 Mile Rd. NW (Upper Level)	150 persons

\*Maximum occupancy does not include table set up. Use of tables will reduce the capacity of the room. Community Room #2- 16-7 foot tables, 12-1/2 round tables, 150 chairs. Community Room #3 (upper)-13- 8-foot tables, 128 chairs. No podium or sound system is available in any of the rental rooms. Each room is equipped with a stove/oven, microwave, refrigerator and a 55 cup coffee pot.

Use/Rental of any community room must be scheduled through the City of Walker front desk staff. If you have any questions please call (616) 453-6311, Monday through Thursday, 7:30 AM to 5:00 PM and Friday 7:30 AM – 11:30 AM. Only one rental per day will be permitted in each community room. (If you encounter any problems during rental first call: 262-1655 if no answer then call: 262-1653- they will contact the Maintenance Department.)

The City reserves the right to refuse or revoke a permit at any time. All activities must meet City approval.

**FEES/DEPOSITS/RESERVATION/CANCELLATIONS:**

Facility Space	Resident or Walker Business	Non-Resident	Deposit
Community Room #2	\$125	\$300	\$150
Community Room #3 (upper)	\$125	\$300	\$100

**\*\*Full payment and deposit for the rental of any community room is required at the time of reservation.**

## **RESERVATION**

No reservation shall be valid until the authorized representative of both the rental group and City Staff have signed the rental agreement and the City has received full payment of all the required fees. Cancellations must be made at least 48 hours in advance in order to receive a full refund.

All fees are based on four-hour periods plus an hour before and an hour after reserved for set up and clean up, for a total of a 6-hour block of time.

The City of Walker reserves the right to cancel any reservation due to emergency or unforeseen circumstances with as much advance notice as possible. In these instances, a full refund will be made.

## **KEYS**

The key can be picked up at the City of Walker (Main Reception) on the day of rental (weekdays- Monday-Thursday only). **Weekend renter must pick up their key Thursday by 5:00 p.m. or Friday before 11:30 a.m.** This does not imply authorization to enter the facility before your scheduled day and/or time. The key must be returned to City Hall Main Reception by the Monday following the weekend rental or by the date specified on your copy of the reservation form. The key may also be dropped off in the **City drop box**, located on the main drive directly in front of City Hall. The key must be placed in an envelope with the renter's name printed on the envelope. **If the renter fails to pickup/return the key on time, the deposit will be forfeited. THERE WILL BE NO EXCEPTIONS TO THIS RULE!!!!**

## **CLEANING**

All renters are responsible for clean up of the room. The City does **NOT** provide cleaning materials. Renters are responsible to:

1. Wipe down all tables, countertops, chairs and empty coffee pot.
2. Note: If you spill on the carpets, please use water on spill, and blot up with a towel immediately.
3. Take down tables and stack chairs (**Station #3 Only**). **Station 2# Renters – see attached diagram for table/chair placement following use**
4. Vacuum (One is provided and located in the coat or maintenance rooms. Return the vacuum to its proper place after use.)
5. Dispose of all trash (including restroom and sanitary dispenser trash) in an appropriate manner **off site**. **\*\*Please use trash truck cart to load trash thru building to prevent stains on carpet.** For your convenience, trash bags are provided and are located in kitchen drawers.

6. All food items are to be removed from the premises, including the refrigerator upon completion of the event.

### **DAMAGES:**

**The renter is responsible for any damages.** In the event of damages, no matter how minor, the City reserves the right to obtain a quote for the repair of all damages and to bill the renter accordingly. Failure to pay for damages as billed may result in the revocation of the privileges to use any Community room for future functions, and/or the forfeiture of the deposit.

### **MISCELLANEOUS RULES:**

Rental areas are assigned to only the group making the reservation. Doubling up or inviting other groups to use the areas simultaneously is prohibited.

The person(s) signing the rental application are to accompany their group, ensure proper use of the facility, and to enforce all rules and regulations.

The use of intoxicants (alcohol) is prohibited in all City owned facilities. Smoking is prohibited.

No candles are allowed, except for sterno containers, used for warming food only.

The renter is responsible for securing the entire building and vacating the premises by the appointed time. The renter is responsible for turning off lights, (including restrooms), closing windows and locking the building at the conclusion of the event.

### **No red punch or pop, etc is to be served at any time in the Community Centers.**

Nothing is to be used to hang or fasten things to the windows, walls, doors, or ceilings, including making tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that may damage walls and woodwork.

The use of projectors, screens, etc. must be approved by the City of Walker.

**Note: The Senior Meals equipment located in Community Room #2; thermo heating oven and salad bar are not available to renters, no exceptions.**

No parking is allowed in the areas reserved for emergency vehicles, or in such a manner that would prohibit or interfere with emergency vehicle operation.

**Renters ignoring this rule will be subject to ticketing by the Walker Police Department, and may be asked to vacate the premises.**

No temporary signage is permitted on City property.

Use of radios, tape players, D.J. services, live bands, etc. is prohibited.

All City buildings will be closed between 11 P.M. and 6 A.M. the following day.

The City of Walker reserves the right to require the applicant to furnish a certificate of liability insurance coverage, naming the City as an additional insured party before the rental request is approved in the following amounts:

**Bodily Injury:**

Each Person	\$300,000
Each Accident	\$500,000

**Property damage Liability:**

Each Accident	\$100,000
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**Medical:**

Each Person	\$500.00
Each Accident	\$10,000

No City property may be removed from the premises.

No animals or pets are allowed.

Revised 09/22/2016