

# Village of Grosse Pointe Shores, A Michigan City

## Facility Use Policy

This policy describes the terms, conditions and user qualifications in connection with utilization of the following facilities owned by Village of Grosse Pointe Shores, A Michigan City ("City"):

- A) City Hall Council Chambers
- B) City Hall 2<sup>nd</sup> Floor Conference Room
- C) Schroeder Field House
- D) Osius Park Pavilion
- E) Temporary Structures on City Property

### A. City Hall Council Chambers

#### **Permitted Uses and Reservations.**

The use of this facility is restricted to City official business and City sponsored-events, including, without limitation, meetings of the Grosse Pointe Shores Improvement Foundation. Maximum occupancy is 49 people. If the audience is anticipated to exceed the occupancy limits, arrangements will be made to accommodate the overflow in the hall area or by using another facility.

#### **Room Availability/Deposit.**

This facility is available during regular City Hall operating hours, and at other hours for official City business (such as City Council, Committee or Commission meetings). This room may be reserved by authorized officials through the City Manager's office. No fee or deposit is required.

#### **Usage Priorities.**

Usage by authorized officials will be prioritized on a first-come-first-serve basis.

#### **Rules.**

Smoking and alcohol use are prohibited.

**B. City Hall 2<sup>nd</sup> Floor Conference Room**

**Permitted Uses, Reservations and Rentals.**

The use of this facility is restricted to City official business and City-sponsored events. The room may be reserved by city employees, elected officials and committee chairs for their use related to municipal business. Maximum occupancy is 6 people.

**Room Availability/Deposit.**

The room is available during regular City Hall operating hours. It may be reserved by authorized officials through the City Manager's office. No fee or deposit is required.

**Usage Priorities.**

Usage by authorized officials will be prioritized on a first-come-first-serve basis.

**Rules.**

Smoking and alcohol use are prohibited.

**C. Schroeder Field House**

**Permitted Uses, Reservations and Rentals.**

The use of this facility is primarily intended for athletic participants utilizing Schroder Park. It is also available for rental by residents of Grosse Pointe Shores. Maximum occupancy is 20 people.

**Room Availability/Deposit.**

Reservations for this facility must be made at City Hall during normal business hours. The facility may be reserved not more than thirty days in advance, and not less than one week in advance, of the usage date. Reservations must be accompanied by a \$150 refundable deposit and a usage fee of \$25. The deposit will be returned after confirmation that the room has been returned to its original condition. Cancellation less than 24 hours before the scheduled usage will result in forfeiture of the usage fee plus reimbursement of any expenses incurred. The deposit may be retained for cleaning charges unless the room is returned to its original condition. No resident may reserve the building more than two (2) times in a single calendar year or more than one (1) day in a single calendar month. The building is available for rental between 8:00 a.m. and 8:00 p.m. or dusk, whichever is earlier.

**Usage Priorities.**

- a. City-sponsored activities have priority over all rentals.
- b. Rentals will not be permitted during sporting events (e.g. little league, soccer, cross country) which take place at Schroeder Park.
- c. Rentals will not be permitted on holidays or during City-sponsored special events.
- d. Rentals will not be permitted for periods when the skating rink and/or sledding hill are open.

**Schroeder Field House Rules.**

- Rentals may be made only by a Grosse Pointe Shores resident who is at least 21 years of age.
- Smoking and alcohol use are prohibited.
- No wall decorations are allowed.
- The room is rented on an “as is” basis.
- At least one adult chaperone, at least 21 years of age, must be present for every five children under the age of 12 during rental of the Schroeder Field House.
- Users shall comply with applicable provisions of the City’s Park and Harbor Rules.

**Hold Harmless.**

The resident who reserves Schroeder Field House shall hold the City, its representatives, agents and officers and employees, harmless for any personal injury, theft or damage of private property during the period of usage, using a form to be provided by the City.

**Parking.**

Schroeder Field House parking is available on the west side of Lake Shore Road, adjacent to City Hall. The adjacent Department of Public Works parking lot is for vehicular parking, loading and unloading purposes only. These areas are not intended nor are they permitted for use as a playground.

**D. Osius Park Pavilion**

**Permitted Uses, Reservations and Rentals.**

Grosse Pointe Shores residents may reserve space in the park pavilion by submitting a “request for park party” form at City Hall. Request forms are dated upon receipt and are given consideration and approval on a “first come first served” basis.

### **Reservations / Availability.**

Reservations must be made at City Hall during normal business hours. The Pavilion is available for reservation beginning April 1<sup>st</sup> of each year for that year's park season. There is no charge for the use of the park pavilion. The pavilion reservation shall specify whether it includes some or all of the 8 picnic tables. The pavilion is available for rental 8:00 a.m. and 8:00 p.m. and dusk, whichever is earlier. No single resident may reserve the pavilion more than two (2) times in a single calendar year and no more than one (1) day in a single calendar month.

Weekend usage: The entire pavilion may be reserved for parties with a minimum of 50 guests. Parties with less than 50 guests may be asked to share the pavilion with other groups.

### **Usage Priorities.**

- a. City-sponsored activities have priority over all rentals/reservations.
- b. Reservations will not be permitted during sporting events (e.g. swim meets) which take place at Osius Park.
- c. Reservations will not be permitted on holidays or during City-sponsored special events.

### **Rules.**

Users shall comply with applicable provisions of the City's Park and Harbor Rules.

### **Hold Harmless.**

The resident who agrees to rent all or part of the pavilion shall hold the City, its representatives, agents and officers and employees, harmless for any personal injury, theft or damage of private property during the period of usage, using a form to be provided by the City.

### **Parking.**

Parking in the City lot on the east side of Lake Shore Road is limited. Overflow parking is available in the City lot on the west side of Lake Shore Road, adjacent to City Hall.

## **E. Temporary Structures On City Property**

The erection on City property of temporary structures (e.g. tents) larger than 100 square feet requires permission from the Parks and Harbor Committee Chair.

## **F. Regulations Applicable To All Uses Of City Facilities**

### **Prohibited Uses.**

City facilities shall not be used for the following:

- Any commercial business, fee-based or promotional activity.
- Any meeting or activity that solicits funds or donations from attendees (except the Grosse Pointe Shores Improvement Foundation).
- Any meeting whose noise levels will interfere with activities in City offices.
- Groups which will have participants in excess of the occupancy limit.
- Political campaign activity (except as may occur consistent with state law during official meetings of the City Council, committees or commissions).
- Religious proselytism.
- Any illegal activity.
- Any other use deemed inappropriate by the Parks and Harbor Chair or City Council.

### **Non-Discrimination.**

City facilities shall be made available in accordance with this policy without discrimination on the basis of gender, national origin, religion, race, color or disability, pursuant to State and Federal statutes.

### **Conduct.**

Persons using City facilities shall be responsible for the conduct of members of their group.

### **Disclaimer.**

Use of City facilities does not imply approval of the usage activity by the City and may not be advertised or imply such approval or endorsement.

### **Damage to or Destruction of Property.**

The person who reserves a City facility is responsible for the condition of all amenities within the reserved/rented space and shall be responsible for any repair or replacement costs.

**G. General**

**Amendments.**

The City Council may amend, correct, or alter this policy by resolution at any regular or special Council meeting.

**Interpretation and Implementation of Policy and Waiver.**

The City Manager shall interpret and implement this Facility Use Policy on a daily basis. The City, by the Parks and Harbor Chair, may waive a requirement of this policy if the result of said waiver would be in the best interest of the City. Any such waivers shall be reported to the City Council at next the regular meeting.

Adopted by the Grosse Pointe Shores City Council at its meeting on June 14, 2011.