



Parks and Recreation Department - (313) 822-2812

Tompkins Community Center Rental Contract

Guest Name: _____ Organization Name: _____

Sponsor Name: _____ Representative Name: _____

Address: _____

Email: _____ Phone: _____

Rental Date: _____ Name of Event : _____

Start Time: _____ End Time: _____

Tompkins Community Center Rental Fees

Monday — Thursday Rentals	(Due at time of booking)	\$500
Friday — Sunday Rentals	(Due at time of booking)	\$800
Weddings/ Wedding Receptions	(Due at time of booking)	\$1,200
Security Deposit Check	<u>(Due 2 weeks prior to the event)</u>	\$275
*Early access into the facility starting at 12 pm		\$100
*Early access into the facility starting at 11 am		\$200

- Rentals have access to the building starting at 1:00 pm and have the facility until 12:00 am. Weddings/wedding receptions have access to the building starting at 11:00 am and have the facility until 12:00 am.
- Rentals that are not wedding/wedding receptions can pay an additional hourly fee (up to 2 hours) to gain access to the facility as early as 11: 00 am. These rentals will also have to be out of the facility by 12:00 am.

I am a resident of the City of Grosse Pointe Park and I agree to hold harmless the City of Grosse Pointe Park, its representatives, agents, officers, and employees for any personal injury, theft, or damages of property. I will be responsible for any and all of my guest and the use of the facility by me and my guest will be at our own risk. I have read, understand and agree to the guidelines listed on the next pages of this agreement. This agreement will not be validated until the rental fee and security deposit are paid in full.

Signature: _____

Today's Date: _____

For Office Use Only

Rental Fee Amount: _____

Date Rental Fee Was Paid: _____

Security Deposit Amount: \$275.00

Security Deposit Date Paid: _____

Approved By: _____

Date Rental Was Approved: _____



Tompkins Community Center Rental Guidelines

- You must be a Grosse Pointe Park resident to reserve the Tompkins Community Center. If you are not a Grosse Pointe Park resident you must have a Grosse Pointe Park resident sponsor your event in order to reserve the Community Center.
- Reservations can be made one year in advance from the current calendar date.
- Residents reserving the Tompkins Community Center must maintain residency within Grosse Pointe Park and have a valid Park Pass throughout the reservation process. The City of Grosse Pointe Park reserves the right to cancel any reservation if residency and validity of park passes are not met.
- Business owners and Grosse Pointe Park based groups are allowed to reserve the Tompkins Community Center provided that they have a park pass.
- Rentals that are not weddings/wedding receptions have access to the facility starting at 1:00 pm and have the facility until 12:00 am. These rentals can purchase additional time to gain access to the facility as well. These rentals must also purchase additional time into the facility at least one week prior to their event date.
- Wedding/Wedding receptions have access to the facility starting at 11:00 am and have the facility until 12:00 am. **Weddings/wedding receptions can not purchase additional time to gain access to the facility at earlier times.**
- In order for rentals to be confirmed rental payments must be submitted and there must be a completed contract on file filled out. **Full rental fees are due at the time of the booking.**
- **The \$275 security deposit check and set up form are both due two weeks prior to your event date.** Once the facility has been inspected the security deposit check will be shredded unless otherwise requested or unless there is reason to cash the security deposit check for things such as damages, staying later than midnight or even leaving items leftover in the facility.
- Please make all checks payable to the city of Grosse Pointe Park. Please turn in checks at the Lavin's Activity Center located at 14920 Windmill Pointe Drive, Grosse Pointe Park, MI 48230. **Cashier checks are prohibited.**
- Rentals have up to 45 days prior to their event date to request a refund. Once a refund is requested the city will keep 25% of the rental fee. Rentals requesting a refund less than 45 days prior to their event date will not receive a refund.
- The Tompkins Community Center is not available to reserve on the following holidays: New Year's Eve, New Year's Day, Good Friday, Easter, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
- The Recreation Specialist, Parks and Recreation Director and other city administration have the right to cancel any reservations for reasons that are not in the best interest of the city of Grosse Pointe Park.



Tompkins Community Center Building Information and Rules

- The maximum capacity is 150 people which is standing room only. We have enough seating for 134 people.
- The Tompkins Community Center is a no-smoking facility meaning you can not smoke inside the facility. You may smoke outside of the facility.
- If you need assistance with heating, cooling, audio/video or tables and chairs please call the outside gatehouse at 313-822-2812 ext. 301 or inside gatehouse at 313-822-2812 ext. 400
- The Tompkins Center sound system includes a HDMI port, iPod port, microphone, DVD player, AM/FM radio and a 65" television. All music must be contained to within the building and must not disrupt outside park activities and must end by 11:30 pm.
- **Starting November 15 of each year Christmas decorations will be put up in the Tompkins Community Center and will remain up until January 15 of each new year. These decorations cannot be removed.**
- There is a defibrillator in the cabinet by the east end of the television. This unit is fully automatic and should only be removed in the event of an emergency. Dial 911 if one should occur.
- City Administration, Parks and Recreation Director, and Recreation Specialist may deny any request for the use of the facility if the use of the facility would not be in the best interest of the city.
- Applicants must notify the gatehouse once they arrive for their rental. The building will not be unlocked until the gatehouse is informed of the rental's arrival.
- Applicants shall be responsible for the conduct of their group. Any groups with children must have sufficient adult supervision.
- Applicants are responsible for setting up and cleaning up their rentals. This includes removing all trash and other items from the center and placing them in the dumpster located in the parking lot. The center must be left in the same condition that it was found. Failure to do so will result in the loss of the security deposit.
- Confetti/glitter are prohibited in the center. Wall decorations including decorations from the chandelier are also prohibited.
- Any event signage must be approved by City Administration.
- Applicants are responsible for any theft, loss or damage to the facility during the duration of their rental.
- The sale of any goods or materials is prohibited in the Tompkins Center.
- Applicants are responsible for serving their own beverages including alcoholic beverages. It is a felony to serve alcohol to any minor. If this should happen, the police will be notified immediately and will result in the loss of the security deposit. The event will be shut down immediately.
- Bachelor/Bachelorette parties are prohibited at the Tompkins Center. Gambling is also prohibited as well.
- **Applicants are responsible for providing their own tablecloth which is required for all tables inside the center.**
- Furniture is to be used exclusively inside the Tompkins Center.
- The lofts above the restroom at the end of the facility are off limits to all rentals.
- Children are not allowed to touch the sound system or microphone.
- Administration will review request to put a tent on the outside of the atrium on a case by case basis. If tent request are approved there will be a fee of \$300 for tent request. Tents also must be removed by 11:00 am the next day.
- Failure to follow rules or failure to damage the facility in any capacity will result in the cashing of the security deposit without notice.