



Walker Community Center Reservation Application

Applicant Name: _____

Phone: _____ **Cell Phone:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Event Name: _____ **Event Date:** _____

Opening Time: _____ a.m./p.m. **Closing Time:** _____ a.m./p.m.

Approximate Attendance: _____ **Will you be serving alcohol?** _____

Applicant Status: (check one) _____ City Resident _____ Non Resident _____ Non Profit

Set Up Details: (submit diagram 30 days prior to event) # of Chairs: _____ # of Tables: _____

DATE RULES AND REGULATIONS WERE GIVEN: _____

Deposit: \$ _____ **Date Received:** _____

Rental Fee: \$ _____ **Date Received:** _____

The rules and regulations outlined on the Community Center information sheet serve as a rental agreement between the "applicant" (renter) and the City of North Muskegon. Further, the "applicant" acknowledges this agreement with the "City" and agrees to be bound by it.

I have read and understand the rules and regulations governing the use of the Walker Community Center. I assume responsibility for the payment of all charges related to this reservation and understand that my reservation will not be honored until all fees are paid. The applicant and/or user of the Walker Community Center agree to assume all risks and to release and hold harmless the City of North Muskegon. Further the applicant releases and waives all rights and will indemnify, defend, and hold harmless the City of North Muskegon with respect to any and all cost, expense, liability or damage, including reasonable attorney's fees and expenses related to investigation or defense of any claims incurred.

Applicant Signature: _____

Date: _____

Rental Rates and Deposits:

	City Resident			Non City Resident		
	Rental	Deposit	*Events Serving Alcohol Deposit	Rental	Deposit	*Events Serving Alcohol Deposit
Monday-Friday 8a-3:30p	\$75.00	\$75.00*	\$500 w/ Rider	\$200.00	\$200.00*	\$500 w/ Rider
Saturdays & Evenings	\$300.00	\$300.00*	\$1,000 w/o Rider	\$450.00	\$500.00*	\$1,000 w/o Rider

PLEASE RETURN SIGNED APPLICATION WITH PAYMENT TO:

CITY OF NORTH MUSKEGON

1502 Ruddiman Dr. N. Muskegon, MI 49445

Phone (231) 744-1621 Fax (231) 744-0367

Pay online at www.cityofnm.com Email comments@cityofnm.com



WALKER COMMUNITY CENTER RULES AND REGULATIONS

190 Persons Standing

125 Persons Seated

1. A responsible adult must make the reservation and enforce the discipline and building regulation. An adult must be present at all times.
2. No one under the age of 21 will be allowed to make a reservation. The scheduler will decide if groups using the facility will have to hire police guards at the applicant's expense.
3. A deposit must be made at the time of the reservation. The full rental fee must be paid at least one week prior to the reservation date. In the event of a cancellation, the deposit will be refunded only if the cancellation is made within 30 days of when your reservation booked.
4. Deposit will be submitted to accounts payable once the Walker Community Center has been inspected for damage and clean up. Refund checks are mailed every two weeks on Friday. Your check will be mailed as soon as possible within 30 days following your event.
5. If you wish to have the City set up tables and chairs, please provide a diagram at least 30 days prior to the event. If no diagram is submitted, set up will be the responsibility of the applicant.
6. No Sunday or Holiday reservations.
7. Applicant will be held responsible for the conduct of all persons attending the event.
8. Applicant will be held responsible and make restitution for any damage to the building, appliances, mechanical equipment, furniture or any other item that is part of the facility. If emergency personnel are called to respond to a non-life threatening event, the applicant's deposit will be forfeited.
9. At the discretion of the scheduler, the renter will furnish liability insurance for the function for which the building is rented.
10. Smoking is prohibited inside the building.
11. Alcoholic beverages may be dispensed on the premises; however, State Liquor Laws are in effect and must be complied with, including that no person under the age of 21 may be served an alcoholic beverage and cash bars are prohibited. The appropriate deposit must be paid and proof of liability insurance provided at the time of reservation.
12. If the applicant indicates that no alcohol will be served at an event and any alcohol is present, the City, its agents or employees, have the right to terminate the event and will require immediate vacating of the facility. Your deposit will be forfeited.
13. Groups using the building must comply with local fire safety regulations, state laws and building regulations. No open flame or candles of any type may be used. No smoke or fog machines may be used.

14. The fireplace may not be used. It is inoperable.
15. The use of the stage is not permitted.
16. The use of confetti or confetti like items is not allowed to be used for decorating or any other purpose.
17. The building must be cleaned and vacated by 12:00 am, midnight. Applicant is responsible for cleanup. At the end of the event, the table and chairs must be taken down and put away. Floors must be swept and, if necessary, spot mopped. All trash generated, **including bathroom trash**, must be taken outdoors and placed in the trash cans located outside the kitchen door. Any food or beverage spilled must be cleaned up immediately. If not properly cleaned, your deposit will be forfeited.
18. Civic groups, clubs and schools within North Muskegon city limits using the building are treated as any other user.
19. The applicant and/or user of the Community Building agrees to save and hold harmless the City of North Muskegon from any and all liabilities or responsibilities arising incident to the occupancy of the building or portion thereof, it being understood and agreed that the City of North Muskegon assumes no obligation respecting uses of the premises by the renter.
20. Applicant will be held responsible for the cost of replenishing or replacing the defibrillator (AED) if it is used or damaged in a non-life threatening event and for the cost of emergency personnel (fire, police and ambulance) who will respond if the storage cabinet's door is opened.

The applicant or a person appointed by the applicant must meet the city's employee to open and close the building. The city employee will verify the condition of the building at the beginning of the rental and inspect it for damages and cleanliness prior to lock up. The city employee will not wait longer than 30 minutes past the opening/closing time requested on the reservation application form.

If the building is left unattended, the doors may get locked. If a city employee needs to return to open or re-open the building, employee wages will be deducted from the applicant's deposit.

<u>Rental Rates & Deposits:</u>	City Resident			Non City Resident		
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WALKER COMMUNITY CENTER SET UP LAYOUT

Event Date: _____ Event Name: _____

Set Up Time: _____ a.m. p.m. End Time: _____ a.m. p.m.

Approx. # of Guests: _____ # of Chairs: _____ # of Tables: _____

Contact Name: _____

Contact Cell: (____) _____ - _____ Alt. Phone: (____) _____ - _____

In the diagram below please draw where tables should be placed.

