



## Senior Center Rental Reservation & Agreement

LOCATION REQUESTED: (Please circle or check your selection) BOWENS **CENTER** or **RUTH PETERSON**

Name of Renter: \_\_\_\_\_

Name of Organization, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers' License #	State Issued:	Exp. Date:
_____	_____	_____

Type of Event: (Please circle or check your selection)

Birthday	Open House	Repast	Retirement Party	Family Reunion
Anniversary	Wedding Reception	Baby Shower	Business Meeting	

Other:  
\_\_\_\_\_  
\_\_\_\_\_

Requested Date:  
\_\_\_\_\_

Requested Time(s):  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Requested:  
\_\_\_\_\_  
\_\_\_\_\_

**NO Alcoholic beverages or drugs allowed:**

I certify that all the information on this application is accurate and complete to the best of my knowledge and I understand that misleading or false statements will constitute sufficient course for refusal of rental.

\_\_\_\_\_  
Signature of Responsible Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of City of Pontiac Employee

\_\_\_\_\_  
Date

**Introduction**

The City of Pontiac offers two senior centers for rental. Currently the centers available are Robert W. Bowens Senior Center and Ruth Peterson Senior Center. These facilities offer diverse programs during the week for senior citizen residents of the City of Pontiac. The senior centers are available for rental to resident and non-residents, businesses, schools, civic groups and non-profit organizations.

Personal and social events are defined as birthday celebrations, anniversary parties, open house events, wedding receptions, family reunions, baby showers, repast luncheons, retirement parties and other events requested by a renter, if applicable, to the centers' capability to conduct the event.

**NO TEEN PARTIES ARE ALLOWED.**

Businesses, schools, non-profit organizations and other groups may rent the senior centers for meetings and/or business events.

The following rules and regulations that govern the Senior Centers are important and everyone renting these facilities will be expected to abide by these rules to preserve the facilities' conditions for future renters.

Facilities available for Rental:

**Robert W. Bowens Senior Center**  
**52 Bagley, Pontiac, Michigan 48341**  
**(248)758-3238 or (248)758-3239**

**Ruth Peterson Senior Center**  
**990 Joslyn Ave, Pontiac, Michigan 48340**  
**(248)758-3282 or (248)758-3277**

**Reservations**

All reservations will be handled through the City of Pontiac's Department of Public Works located at 47450 Woodward Ave. Payments of security deposit(s) and rental fees are payable to the City of Pontiac. All other arrangements or center inquires will be handled by each individual center employee.

**Reservation Process**

Approval for use will be based on a first come first serve basis, and will be based upon availability. No outside event shall disrupt the normal operations of the senior center(s). In order to reserve a date there must be a \$100.00 security deposit paid at the time of reservation. Once a date has been scheduled and approved, it will be the responsibility of the renter to make the rental fee payments on time. The rental fee according to the time of reservation must be paid in full 30 days prior to the event or 10 days prior to the event, whichever applies based upon the time frame in which the reservation was made. Rental fees will not be allowed on the week of the reservation date. **NO EXCEPTIONS.** If the rental fee is not paid as scheduled, the event will be canceled and the deposit may be forfeited.

Applications will be accepted up to one year in advance of the event. Payments must be made accordingly to guarantee the scheduled date will be available.

## Fees

There is a \$100.00 security deposit fee for submitting a Reservation Request Application and scheduling an event on a desired date. The date you request is based on availability. All arrangements will be made only with the original applicant or designated alternate in advance.

### Senior Centers Rental Fees

#### Deposit

**\$100.00 Fully Refundable if:**

- No extra fees are incurred by event.
- Renter and guests abide by this contract.

#### Sanitation Fee

**\$100.00 per event for 10 or more guest**

### \*Event Rental Pricing

Repast (weekdays)

\$35.00 per hour (\$50 per hour after 6 pm)

Repast (weekends)

\$50.00 per hour (minimum booking of four hours)

Weekday Events

\$100.00 per hour up to four hours

Additional Hours

\$50.00 per hour, up to six hours or close of center

Government Body Meetings

\$0 per hour, no deposit

(Fees shall be waived for all official governmental body meetings)

Weekday Meetings

\$35.00 per hour, no deposit (\$50 per hour after 6 pm)

Weekend Meetings

\$50.00 per hour (minimum booking of four hours)

Saturday Events

\$100.00 per hour (minimum booking of four hours)

The security deposit/rental fee may be paid by cash, check, money order or credit card. We accept Visa, MasterCard, American Express and Discover. Credit card payments are subject to a 3% fee. If paying by check, payment must be received 10 days prior to the scheduled event.

\*Note – Fees shall also be waived for non-exclusive use of a center during normal business hours by any organization whose membership is primarily senior citizens and whose scope of activity is geared toward providing programming, educational, or social networking activities for seniors and who are non-partisan, non-religious, and not tied to any commercial enterprise and where a member is a resident of the City of Pontiac.

Such exemption may be granted provided the organization does not charge admission to the facility or event except for annual membership fee.

**Repast**

Special consideration is given to rental for repast purposes only in relationship to the timeframe mentioned above.

Weekdays are \$35.00 per hour plus security deposit of \$100.00 and sanitizing fee of \$100.00.

Weekends are \$50.00 per hour minimum 4 hours plus security deposit of \$100.00 and \$100.00 sanitizing fee.

**Cancelations**

Cancellations must be made 10 days in advance of your event. Refunds will be given if a senior center employee is notified of the cancellation in writing. Renter will be given a cancellation confirmation number which will verify the cancellation was approved. Last minute cancellations (less than 10 days before the event) will forfeit your deposit and/or payments already made.

**Meeting Rental Fee**

Businesses, schools, non-profit organizations and other groups may rent the senior centers for meetings and/or business events.

There is no security deposit required at the time of booking a meeting(s). Groups claiming non-profit status will be required to provide documentation verifying their tax-exempt status each time the group schedules an event. A City of Pontiac Business License is required if it is a Pontiac based Non-Profit.

Note –Meeting rental fees shall be waived for an official governmental body of the City of Pontiac, County of Oakland, or State of Michigan meeting at any time.

**Additional Information**

The rental fee includes the use of existing tables, chairs, kitchen, bathrooms, water and electrical utilities and one hour for setting up and one-hour cleanup. Set up is defined as the arranging of tables and chairs as the renter desires for his/her event. Cleanup entails sweeping and disposing of trash. If additional hours are needed for set up or clean up, they may be purchased at a rate of \$30.00 an hour.

The Senior Center(s) does not supply decorations, linens, tableware, silverware or place settings. The renter is responsible for his/her own set-up and decorating.

All decorations used for your event must be free standing or table top. At the end of your event, all decorations must be removed and disposed of properly.

### **Renter's Responsibility**

It is the renter's responsibility to schedule a meeting with the Senior Center Director or Senior Center Specialist in order to discuss decorating time, set up hour, take down, the expectations for the center's cleanliness and any other questions or concerns you may have prior to your scheduled event.

Applicants may visit the Senior Center(s), Monday-Friday, 9:00am – 4:30pm. It is recommended that you call in advance of your visit to ensure the room is available for viewing.

Bowen Center (248)758-3238 or (248)758-3239

Ruth Peterson (248)758-3282 or (248)758-3277

### **Amenities and Senior Center Rooms**

The Senior Center(s) consists of main area rooms used for events. The factor in determining what size room you need for your event consist of the type of event you are having and the number of guest expected. It will be up to the discretion of the Senior Center staff to determine the number of staff members needed to supervise your event.

Common areas located in the Senior Center(s) are not for rent and can only be used for entrance/exit to the event. Crowds congregating in common area will be asked to disperse. Doors are not to be propped open in any room under any circumstance except for unloading and loading purposes.

The Senior Centers offer a kitchen area which may be used for prepping and warming purposes only. The kitchen has a gas stove, convection oven(s), microwave, refrigerator, sinks and prep counters.

No indoor electrical appliances are allowed.

### **Center Capacity**

The capacity of the Robert W. Bowens Senior Center is 250 people in the large room and 120 people in the smaller room.

The capacity at the Ruth Peterson Senior Center is 150 people in the large room and 40 people in the smaller room.

### **Tables and Chairs**

The rental fee includes chairs and tables. There are banquet and round style tables at the Robert W. Bowens Center and the Ruth Peterson Senior Center.

### **Set up/Decorations**

The rental fee includes one hour prior to the event for set up and one hour after the conclusion of the event for cleanup. If additional hours are needed, please refer to the fee schedule. The renter will be permitted in the room no earlier than this time unless payment has been made at the payment office. Additional set up time/clean up hours may be purchased 10 business days prior to the event.

Tape, tacks, nails, screw, staples and other surface adhesives or objects that may damage the wall or other senior center property are not permitted, and the renter will be charged for any repairs. Decorating light fixtures or painted surfaces is prohibited. No balloons are permitted in the building until an hour before your event is to start.

Releasing balloons outside is prohibited.

Candles and other lighted objects must be pre-approved by the senior center supervisor. Candles must be protected on all sides with a secure and stable base.

Throwing rice, confetti, bird seed, or other material is prohibited.

All rentals must end by 9:00pm. Renter will still have the one hour for cleanup.

### **Normal Business Hours**

City of Pontiac Department of Public Works Main Office: Monday – Friday: 8:00am- 5:00pm

Senior Center Hours: Monday–Friday: 9:00am-5:00pm.

Normal business hours may vary by center. Please contact the senior center(s) to verify their daily hours to schedule a meeting with the center.

### **Disqualifying factors for the center rentals:**

- Use is considered contrary to the City of Pontiac’s best interest
- Misrepresentation of rental information
- Previously caused or allowed damaged to the center(s) property
- Event is for teen party. No teen events allowed, NO Exceptions
- Ticketed events are not allowed unless approved by Executive office
- Selling items or food is not allowed
- Rental disrupts the normal operations of the senior center(s)
- Alcohol is served
- Past conduct has resulted in police or fire department response other than for medical emergencies

Renters/guests are not allowed to serve or provide alcohol at the scheduled event or in the parking lot. It is prohibited to serve or consume alcohol in or on the property of either senior center.

### **Tips for Successful Event**

You may reserve a senior center up to 6 months in the advance of event. You are more likely to get the date you want if you plan ahead.

Payment scheduled. Make sure all your payments are on time.

The more we know about your event, the better service and support we can provide you.

Spell out your expectations in detail. Miscommunication can cause problems.

Allow enough time for set up and clean up.

Provide your guest with accurate information about your event and appropriate behavior during the event. This will be beneficial in conducting your event as you desire and this will ensure that your event is executed during the time allocated in your contract.

Remind your guest that the senior center is a facility rented to you; therefore, you expect that their conduct does not compromise you as an individual or our staff members assisting you with your event. A guest's conduct can affect you and this can result in the forfeiture of your deposit.

Design a layout of the placement of the table and chairs according to your event. This will ensure proper timing and it will be beneficial when it comes to the set up and decorating of your event. The layout will give you a general idea of how your guest will be seated at the time of the event.

Schedule a meeting with a Senior Center Director/Specialist for a walkthrough and to obtain all the information you may need in advance. The Director/Specialist will answer or address any questions or concerns you may have. Please contact the Senior Center to schedule a meeting prior to your event. This will ensure his/her availability to answer all your questions.



**Rules and Regulations**

The City of Pontiac agrees to rent the \_\_\_\_\_ on the date(s) and time(s) noted for the sole purpose as referenced herein. This is not to be considered a ticketed event. There will be no tickets sold or admission fees charged, whether for a charity or otherwise. Notice of ticketed events/fundraisers must be made in advance of the rental and approved by the Executive Office of the City of Pontiac.

The renter must be **21 years of age** and must present a valid Driver’s License or State ID at the time of booking.

A **\$100.00** deposit is required at the time of booking. The deposit will be in addition to the rental hours and will be refunded if the cleanup of the center is acceptable and the renter and guests abide by this agreement.

**A \$100.00 sanitation fee is also required to sanitize the center (for Covid-19) after each rental.**

The deposit and all fees are payable at the City of Pontiac Treasurer’s office located at 47450 Woodward Ave, Pontiac, Michigan 48342. No payments will be accepted at the Senior Centers. **All rentals must be paid in full 10 days prior to the event.**

No **Teen Parties** are allowed. All birthday parties must be supervised by an adult(s), at all times. The person applying for the reservation shall be held responsible for the conduct of the group, be responsible for all fees and charges, be liable for any damages to the center or its environs caused by any member of the group or other person in attendance, and shall see that the building(s) and surrounding grounds are left in a neat, clean and orderly condition.

Please call the Pontiac Department of Public Works at **248-758-3600** after your scheduled event to make arrangements for your refund. Your refund will be mailed 5 business days after your scheduled event.

Refunds are given upon confirmation of the approval of the Senior Center staff member based on the conditions of the clean-up of the center and the conduct of the event goers.

It is further agreed that alcoholic beverages will not be served at any time in conjunction with the scheduled event either inside or outside of the premises.

Renter shall cause its employees, patrons, and guest to abide by these rules and regulations for the use and occupancy for the event referenced herein.

To the fullest extent possible, renter agrees to defend, pay on behalf of, indemnify, hold harmless the City of Pontiac, its elected officials; all employees and volunteers, and others working on behalf of the City of Pontiac, against any and all claims, demands, suits or loss, including all cost connected therewith and for any damages which may be asserted, claimed or recovered against or from the City of Pontiac, by reason of personal injury, including bodily injury or event-related claims.

We reserve the right to cancel the event in the case of breach of this Agreement or default by renter.

I acknowledge that I have read and understand the Rules and Regulations for the facility above mentioned. I agree to abide by these rules in order to schedule an event at this center.

\_\_\_\_\_  
Signature of Responsible Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Senior Center Employee

\_\_\_\_\_  
Date