

# 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:

- 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

## CITY HALL FACILITIES

### A. City Hall Council Chambers

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

The use of this facility is restricted to official City 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.

#### **Smoking and Alcohol**

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.

**Smoking and Alcohol**

Smoking and alcohol use are prohibited.

**PARKS**

1. Firearms or weapons of any kind are prohibited in Grosse Pointe Shores Parks.
2. Residents hosting more than 20 guests anywhere within a Grosse Pointe Shores Park are required to first register their group with City Hall or the gate guard.
3. Types of park passes accepted: Resident, Boater, Courtesy, Employee, Retiree & Temporary Guest passes.

**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 nor less than one week in advance of the usage date. A usage fee of \$25 is charged. Reservations must be accompanied by a \$150 refundable deposit. The deposit may be retained for cleaning charges unless the room is returned in its original condition. 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 costs of any expenses incurred. No resident household 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 unless the planned usage date is within seven (7)

days and the facility would otherwise go unused. The building is available for rental from 8:00 a.m. Activities must be completed by 8:00 p.m. or dusk, whichever comes first.

### **Usage Priorities**

1. Schroeder Field House cannot be rented during dates blocked out for City-authorized activities, on holidays or during periods when the skating rink or sledding hill are open.

### **Schroeder Field House Rules**

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

### **Hold Harmless**

Any resident who agrees to rent the Schroeder Field house shall, along with his or her guests, hold the City, its representatives, agents, officers and employees, harmless for any personal injury, theft or damage of private property that may occur during the period of usage, and sign a statement agreeing to this policy as provided by the City.

### **Parking**

Schroeder Field House parking is available on the west side of Lake Shore Road, north of City Hall and next to Schroeder Field. The adjacent Department of Public Works parking lot is for vehicular parking, loading and unloading purposes only. These areas are not 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 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**

Weekend usage: The pavilion may be reserved for parties with a minimum of 50 guests. A reservation provides the respective resident with usage of the pavilion for the entire day.

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. As of April 1, 2013 a usage fee of \$25 will be charged accompanied by a \$150.00 refundable deposit due at time of reservation to reserve the park pavilion for private functions. The deposit may be retained for cleaning charges unless the pavilion is returned to its original condition. Activities must be

completed by 8:00 p.m. or dusk, whichever comes first. Maximum capacity 100 persons (when sides are lowered).

No resident household may reserve the pavilion more than two (2) times in a single calendar year or more than one (1) day in a single calendar month unless the planned usage date is within seven (7) days and the facility would otherwise go unused.

#### **Usage Priorities**

1. The pavilion cannot be rented during dates previously blocked-out for City-authorized activities.
2. All participants shall comply with applicable provisions of the City's Park and Harbor Rules.

#### **Hold Harmless**

Any resident who agrees to rent the pavilion shall, along with his or her guests, hold the City, its representatives, agents, officers and employees, harmless for any personal injury, theft or damage of private property that may occur during the period of usage, and sign a statement agreeing to this policy as 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:

1. Any commercial business, fee-based or promotional activity.
2. Any meeting or activity that solicits funds or donations from attendees (except the Grosse Pointe Shores Improvement Foundation).
3. Any meeting whose noise levels will interfere with activities in City offices.
4. Groups which will have participants in excess of the occupancy limit.
5. Political campaign activity (except as may occur consistent with state and federal law) .
6. Religious proselytism.
7. Any illegal activity.
8. Any use deemed inappropriate by the Parks and Harbor Committee or City Council.

#### **Non-Discrimination**

City facilities shall be made available to residents 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 endorsement of the usage activity by the City. No advertisement or implication of City approval or endorsement of an activity is permitted.

**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 November 20, 2012.