

**MAHANY/MEININGER SENIOR COMMUNITY CENTER
3500 MARAIS
ROYAL OAK, MI 48073
(248) 246-3900**

RENTAL USE POLICY

The Mahany/Meininger Senior Community Center is available for one-time or multiple rentals based upon the following guidelines:

1. The use of this facility shall be available to non-profit organizations , groups engaged in educational, cultural, civic or charitable activities, and private functions (birthday parties, wedding receptions, family reunions, baby and wedding showers, graduation parties, etc). Private functions that rent the facility on a Saturday will pay an additional \$50.00 cleaning fee.
2. Hours available: Monday - Sunday 8:00 am-11 pm. The Center is closed on the following holidays: New Years Day, Good Friday, Easter Sunday, Memorial Day, July 4, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, and New Year's Eve.
3. First priority for use is by the Department of Recreation & Public Service for department sponsored or co-sponsored programs and meetings.
4. Groups using the building on a regular basis (i.e. monthly meetings) will be allowed to schedule for the year based on a calendar year January 1 through December 31.
5. Any group finding it necessary to cancel its reservation must do so at least 48 hours prior to the reservation date. Refund payment will not be made if a cancellation is made less than 48 hours prior to reserved date unless a second party subsequent to the cancellation reserves the facility.
6. Room set-up and take-down of the reserved area is the responsibility of the requesting organization. Be sure to include time needed for set-up and take-down, first person in and last person to leave when reserving a room.
7. Area cleanliness must meet the standards established by the Building Supervisor. Food is permitted on tile floors only. Trash must be emptied in dumpster. Tables and floors need to be clean from all food.
8. By City ordinance, NO ALCOHOLIC BEVERAGES are allowed in city-owned buildings.
9. Gambling, or the solicitation of funds is not permitted.
10. The Center will not provide storage space.

11. Fire prevention regulations are as follows:
 - a. The use of open flames is forbidden.
 - b. Electrical extensions and decorations must be UL approved and without exposed wire.
 - c. Decorations such as straw, leaves, excelsior, or streamers require special permission; decorations such as posters and banners also require special permission - placement of posters, banners, etc. on drapes, curtains or walls require special approval.
 - d. Exits and hallways must be free at all times of obstructions.
 - e. Maximum capacity numbers in the rooms must be observed.
12. There will be a separate \$150.00 security deposit for all private functions. This can be by check or cash. Renter will be billed for any damage or breakage of equipment.
13. If the renter goes beyond the contracted time, there will be an hourly rate charged.
14. The City of Royal Oak assumes no responsibility for damage or loss to an individual's/group's property.
15. The City of Royal Oak assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the Senior/Community Center and grounds.
16. Use of the Center does not constitute an endorsement of the users or their activities by the City of Royal Oak.

Revised July 1, 2012