FARMINGTON HILLS
SPECIAL SERVICES Michigan

APPLICATION & PERMIT FOR ROOM

William Costick Activities Center • 28600 W Eleven Mile Rd • Farmington Hills, MI 48336
Tel: 248-699-6700 • fhgov.com

Date Requested: _____ **Time:** _____ **to** _____

Room(s) requested: ❒ Wexford AB ❒ Wexford A ❒ Wexford B ❒ Gymnasium
❒ Belfast ❒ Dunmore ❒ Carlow ❒ Chapel

Organization/Person Making Request: _____ **Email:** _____

Address: _____ **Phone:** _____

_____ **Alt Phone:** _____

Rental Representative(s): _____

Brief description of activity: _____

Number of participants*: _____ **Will food/beverages be served:** _____Yes _____No

*50+ guests must use Gourmet Express Catering Company

Audio Visual / Other

❒ Projection Screen - $10	❒ Lectern/Podium - $5	❒ Tablecloths - $5	❒ Piano - $50
❒ Powered Speakers - $100	❒ Microphone - $10	❒ Staging - $25	❒ Coffee Service - $1 per person
❒ LCD Projector - $50	❒ Easels - $5	❒ Stanchions - $10	❒ Other _____

Organization/individual agreement to adhere to rules and regulations:

1. I have read and initialed the reverse side of this form and agree to adhere to the rules and regulations of the Costick Center.
2. Release and hold harmless agreement (see reverse side).
3. It is understood that my group/organization agrees to pay all fees listed below.

Applicant Signature: _____ Date: _____

Make checks payable to City of Farmington Hills.

OFFICE USE ONLY

Approved by: _____ Denied by: _____ Date: _____

Comments:		Per hour	Used	Cost
_____	Room Rental	_____	_____	_____
_____	Pool Rental	_____	_____	_____
_____	Equipment Rental	_____	_____	_____
_____	Security Deposit	_____	_____	_____
_____	**Total Amount Due**	_____	_____	_____
_____	**Amount Paid (50% min)**	_____	_____	_____

Balance Due: _____ **Balance Due Date:** _____

Costick Center
Policies

1. No group may use a room without scheduling said room (if available and can be accommodated) in person in advance of the date of use, signed a completed application form, and paid any deposits or fees required.
2. The Costick Center reserves the right to limit and/or deny requests for meetings or parties of minors. If a permit is issued for such a meeting/party, the application must be signed by the responsible party who is over 21 years of age. One chaperone must be provided for every 15 minors.
3. Trash pickup and other cleanup duties are to be performed by the rental group. Therefore, the room must be left in the condition in which it was found. Any decorations used must be disposed of properly, immediately following the function. No sparkle, glitter, confetti, etc. is permitted at The Costick Center. All candles must be protected with a glass enclosure. Tape, pins, staples or adhesive are not allowed on the walls, bars, etc. Security deposit will be forfeited if clean-up is not complete.
4. Routine maintenance will be done by The Costick Center staff, however, it is expected that the lessee will clear and clean any areas of The Costick Center used by the lessee or the lessee's invitees. Furniture and equipment may not be moved from room to room or removed from the building without permission from the manager.
5. The Rental Representative is responsible for insuring that all rules and regulations are adhered to.
6. Buildings, grounds, and equipment shall not be used for activities which are in conflict with city policies and ordinances, state or federal laws, activities which are discriminatory in the legal sense, political activities, or illegal gambling.
7. All children in attendance must remain in the rented room(s). Children are not allowed to roam unsupervised in other building areas, such as hallways, rooms or lounges.
8. Room capacities MUST be adhered to. Rental groups may not overflow into the hallways and disturb other customers. Such behavior may result in immediate removal from the premises by Costick Center staff, the Farmington Hills Police Department and/or a penalty fee.
9. The Costick Center personnel are not allowed to accept gratuities.
10. Rental fees are based on the entire time a group/party is in the room, including set-up and clean-up.
11. Paper goods are the responsibility of the rental applicant and are not provided by The Costick Center.
12. The Costick Center will assume no liability for any property of the permit holder left in the building. The Costick Center will not be liable for any damages to lessee's property or that of the lessee's contractor if it is moved, cleaned or stored by our employees in the performance of their duties. The Costick Center will not assume liability for any personal property, merchandise or equipment left on the premise.
13. Any damages to the building and/or grounds will be charged to the Rental Representative signing the permit. The Rental Representative is responsible for checking the room for damages and cleanup in the company of The Costick Center personnel, before signing the Rental Verification Slip at the conclusion of the rental.
14. The Costick Center does not provide individual accident and health insurance. Groups using the facilities may be required to supply a certificate of insurance covering The Costick Center and the City of Farmington Hills in case of accident or injury to participants. Minimum acceptable limits will be $3 million each occurrence and $3 million aggregate. The Costick Center must receive policy verification including dates of coverage and financial limits for this event at least 30 days before the first rental date.
15. The Costick Center reserves the right to act in the best interest of the rentals on items not specifically covered in these rules.
16. Equipment for use to rental groups must be utilized for its intended purpose.
17. The Costick Center is a smoke-free facility; guests may smoke in designated outside areas where ash containers are provided.
18. The Costick Center does not allow the placement of signs around the facility promoting events held at The Costick Center. Special permission may be granted by the Facility Manager. Failure to comply with this sign rule may result in forfeiture of some, or all, of the security deposit. The Costick Center reserves the right to request and require a copy of promotional materials (including social networks) and/or invitations that lessee creates for event/meeting.
19. The Costick Center reserves the right to inspect and control all events, private parties, meetings and receptions held on its premise. The lessee is responsible for all of The Costick Center property missing or damaged by guests, independent contractors, lessee, lessee's agent or any person on lessee's behalf. The lessee is responsible for all fees should additional City staff be required to control event.
20. The lessee agrees that it will not sell or give away food or beverages or permit same to be consumed on the premises unless authorized to do so by the Manager.
21. The lessee agrees to pay an initial payment forthwith of 50% of the total rental charges at the time of signing this agreement, and the remaining 50% at least 30 days before the beginning of the event. The lessee agrees to pay any additional charges for technical services upon presentation of a bill by The Costick Center. The Costick Center reserves the right to charge a deposit in anticipation of additional charges that may be incurred. Lessee agrees to pay any music clearances or royalty fees and hold The Costick Center harmless for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Rental deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally or by invoice.
22. This agreement may be cancelled by either party in writing. Lessee shall forfeit 50% of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Lessee's who cancel within 30 days of first contracted usage date will automatically forfeit all payments they have paid to The Costick Center. In addition, lessee shall be responsible for any out of pocket expenses incurred by The Costick Center. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

Cancellation by The Costick Center: The Costick Center reserves the right to accept or reject any rental agreement application for any reason and in its sole discretion. In the event that an event must be cancelled due to circumstances beyond the control of The Costick Center, including but not limited to weather, loss of utilities, civil unrest, and other uncontrollable happenstance, the contracted event will be rescheduled at the earliest convenience of all parties under all other conditions of this agreement.

Hold Harmless Agreement: To the fullest extent permitted by law, I and the organization I represent agree to defend, pay in behalf of, indemnify, and hold harmless the City of Farmington Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Farmington Hills against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Farmington Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Farmington Hills, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use of thereof, which arises out of or is in any way connected or associated with the use of Farmington Hills Costick Activities Center.

Initial _____