



# LANSING PARKS AND RECREATION DEPARTMENT

## LEISURE SERVICES DIVISION

### BUILDING USE POLICY

#### MISSION STATEMENT

The mission of the Lansing Department of Parks and Recreation is to enhance the quality of life through the preservation and maintenance of park lands, to provide quality leisure time activities, and to provide special facilities which would otherwise not be available to Lansing residents.

#### SECTION ONE - SCOPE OF THE POLICY

The Building Use Policy establishes guidelines to assist the staff of the Lansing Parks and Recreation Department in its decision making process when a group requests the use of a community building. The Building Use Policy has been developed to:

- ✓ Enhance and promote the mission of the department.
- ✓ Develop a consistent set of general and ongoing building use procedures/reservation policies for Foster, Gier, and Letts Community Centers, and the Turner-Dodge House.
- ✓ Establish procedures and a deposit/fee schedule.

#### SECTION TWO - GENERAL RESERVATION PROCEDURES

1. Reservations will be taken for times the facilities are not being utilized by the City of Lansing and specifically the Department of Parks and Recreation. Park and Recreation Department programs, events, and meetings take precedence.
2. Reservation requests will be accepted from the general public on a first-come first-served basis but not more than six (6) months or less than ten (10) calendar days in advance of the requested date, except that groups who desire to establish a meeting/community room reservation schedule commencing January through December shall follow the reservation procedure outlined in Section Four - Ongoing Meeting/Community Room Reservations. Weddings and other events requiring extended prior planning will be considered on a case by case basis.
3. Reservations will not be accepted for uses that are in direct competition with programs being conducted by the Parks and Recreation Department or its agents.
4. A Facility Use Request Form must be completed (both sides) and signed by an adult responsible for the event, group, or organization.
5. Meeting rooms and community rooms may be rented based on the meeting purpose and availability. Fundraising of any kind, is not allowed at any of the community centers, but is allowed with Departmental approval at Turner Dodge House.
6. If the estimated rental fee is \$100.00 or less, it must be paid in full at the time of approval. If the estimated fee is more than \$100.00, a deposit equal to fifty percent (50%) of the estimated fee must be paid at the time of approval. The balance of the estimated fee must be paid and received more than ten (10) calendar days prior to the reservation date. If full payment is not received within this time, the reservation will be canceled without further notice. In addition to the estimated fee, the group shall pay within 30 days of billing, all charges imposed for remaining beyond the scheduled reservation period or for requiring special cleanup.

**Reservation Procedures con't...**

## LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY

7. A reservation remains tentative and shall not be considered final until the applicable deposits/fees are paid, insurance is filed if required and a reservation permit is issued by an authorized representative of the Parks and Recreation Dept.
8. Reservations to groups of minors must be made by a responsible adult and a sufficient number of adults (1 adult/10 youth) must be present during the scheduled use to assure proper supervision and orderly conduct of the group.
9. The person applying for the reservation shall be held responsible for:
  - ✓ The conduct of the group
  - ✓ Be jointly and severally responsible for all fees and charges
  - ✓ Be liable for any damages to the facility or its environs caused by any member of the group or other person in attendance
  - ✓ Shall see that the building(s) and surrounding grounds are left in a neat, clean and orderly condition.
10. Reservations are subject to subsequent changes in fees, ordinances, and regulations.
11. Cancellations:
  - ✓ Canceling a date or changing a date or location of a reservation, is considered a cancellation.
  - ✓ Cancellations prior to thirty (30) days: \$10 service charge (balance will be refunded).
  - ✓ Cancellations within thirty (30) days: No refund.
12. Checks should be made payable to "Lansing Parks and Recreation Department" for payment of reservations. Please note on check the date, time and place of the reservation.
13. The facility will not be available until the starting time shown on the reservation permit.
14. If there is a concern with the room(s) on the day of reservation, it is the responsibility of the responsible agent to notify the building supervisor prior to the start of usage.
15. Reservation Request Forms are to be submitted to the facility of choice indicated below:

Letts Community Center  
1220 W. Kalamazoo  
Lansing, MI 48915  
483-4311

Gier Community Center  
2400 Hall Street  
Lansing, MI 48906  
483-4313

Turner-Dodge House  
100 E. North Street  
Lansing, MI 48906  
483-4220

Foster Community Center  
200 N. Foster Street  
Lansing, MI 48911  
483-4233

Alfreda Schmidt Southside  
Community Center  
5825 Wise Road  
Lansing MI 48911  
483-6686

16. All rules and regulations are subject to change at the discretion of the Lansing Parks and Recreation Department.

### SECTION THREE – INSURANCE

## **LANSING PARKS AND RECREATION DEPARTMENT      BUILDING USE POLICY**

Depending upon the nature of the reservation, groups may be required to supply liability insurance if any of the following conditions exist:

- ✓ Serving food or beverages to the general public.
- ✓ Serving alcohol (Turner Dodge House only).
  
- ✓ Fundraising ventures.
- ✓ Other conditions as designated by the City.

The group shall file with the City (Parks and Recreation Dept.) proof of a public liability and standard property damage insurance policy a minimum of ten (10) business days prior to the reservation date. The policy of insurance shall be written by an insurance company authorized to do business in the State of Michigan. This policy shall be provided at the group's expense and must name the City of Lansing as an additional insured against tort liability and property damage. Such policy shall provide for liability coverage in the amount established by the City Attorney's Office. The insurance certificate is subject to prior review and approval as to form by the Lansing City Attorney. All insurance and certificates shall be current.

### **SECTION FOUR - ONGOING MEETING/COMMUNITY ROOM RESERVATIONS**

For groups who desire the use of the facilities covered by this policy on an ongoing basis, and who want a consistent date, time, and facility the following procedure shall apply:

1. Facility Request Forms will be accepted beginning in November for the period of January through December of the following year.
2. Facility Request Forms may be presented in person or mailed to the facility being requested for use.
3. All groups will receive notification of their assignment within 30 days of receipt of application.
4. Park and Recreation Department programs, events, and meetings take precedence. To accommodate these activities, all group requests and assignments will be reviewed on a quarterly basis. If there is no room available for the next quarter, the group will be notified in a timely manner to reschedule. Please note however, that room changes may occur without notification.
5. Meeting rooms and community rooms may be rented based on the meeting purpose and availability. Fundraising of any kind, is not allowed at any of the community centers, but is allowed with Departmental approval at Turner Dodge House.
6. Rental payments are due no later than the day of each scheduled meeting. Groups will be billed and responsible for the rental payment of missed reservations in which the facility was not given a minimum 7 day prior notice of cancellation. Payments for multiple meeting dates may be made in advance (ie. Paid for the month, quarter, or the entire year) and arranged at each facility. Date re-schedule and credit will be applied if a minimum 7 day prior notice of cancellation has been given by the group.

### **SECTION FIVE – FEES**

## LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY

City of Lansing programs, meetings, programming partners that meet the needs of the Parks and Recreation Department, and any Lansing Neighborhood Organizations that are recognized by the Lansing Neighborhood Council, will not be charged.

**Resident Rates:** Apply to an individual that resides in the corporate boundaries of Lansing or a Lansing-based organization/group whose membership consists of 75% residents. (A membership list may be requested)

**Non-Profit Rates:** Apply to any Lansing-based organization/group that are non-profit in nature.

**Non-Resident Rates:** Apply to any individual, group or organization which does not meet the above Resident or Non-Profit criteria.

### ROOM USAGE RATES

During Normal Building Hours at: GIER, FOSTER, LETTS	Resident	Non-Res	Non-Profit
Meeting Rooms (Seating Capacity-50 people)	\$10/hr	\$15/hr	\$5/hr
Community Room (Seating Capacity-100 people)	\$15/hr	\$20/hr	\$10/hr
Full Court Gymnasium - Gier	\$35/hr	\$40/hr	N/A
Full Court Gymnasium - Letts	\$25/hr	\$30/hr	N/A
Full Court Gymnasium - Foster	\$15/hr	\$20/hr	N/A
Half Court Gymnasium - Gier only	\$20/hr	\$25/hr	N/A
Full Court Gymnasium - Gier Functions other than athletic such as larger meetings or banquets	\$45/hr	\$50/hr	N/A
Full Court Gymnasium - Letts Functions other than athletic such as larger meetings or banquets	\$35/hr	\$40/hr	N/A
Full Court Gymnasium - Foster Functions other than athletic such as larger meetings or banquets	\$25/hr	\$30/hr	N/A
Room Set up/Tear down Fee	\$25 flat fee/100 ppl	\$25 flat fee/100 ppl	\$25 flat fee/100 ppl
Warming Kitchen	\$25 flat fee	\$25 flat fee	\$25 flat fee
Clean up Fee	\$30 flat fee	\$30 flat fee	\$30 flat fee
Equipment Charges (TV/VCR, Podium, Screen, stereo, Gier-batting tunnel, pitching machine, etc)	\$10 per item	\$10 per item	\$10 per item
Batting Tunnel and Pitching Machine	\$10 each	\$10 each	\$10 each

Beyond Normal Building Hours at: GIER, FOSTER, LETTS, SCHMIDT	Resident	Non-Res	Non-Profit
Meeting Rooms - 2 hr minimum (Seating Capacity-50 people)	\$80/hr	\$85/hr	\$80/hr
Community Room - 2 hr minimum (Seating Capacity-100 people)	\$90/hr	\$95/hr	\$90/hr
Full Court Gymnasium - Gier, Letts and Foster - Basketball, Volleyball, and other athletic-oriented activity	\$80/hr	\$85/hr	N/A
Full Court Gymnasium - Gier, Letts & Foster Functions other than athletic events such as larger meetings or banquets	\$95/hr	\$100/hr	N/A
Room Set up/tear down Fee	\$25 flat fee/100 ppl	\$25 flat fee/100 ppl	\$25 flat fee/100 ppl
Warming Kitchen	\$25 flat fee	\$25 flat fee	\$25 flat fee
Clean up Fee	\$60 flat fee	\$60 flat fee	\$60 flat fee
Equipment Charges (TV/VCR, Podium, Screen, stereo, Gier-batting tunnel, pitching machine, etc)	\$10 per item	\$10 per item	\$10 per item

<b>During Normal Building Hours at: Alfreda Schmidt Southside Community Center</b>	<b>Fee</b>
Community Room (Seating Capacity-100 people)	\$30/hr
Full Court Gymnasium	\$50/hr
Half Court Gymnasium	\$25/hr
Room Set up Fee	\$25 flat fee per 100 person
Clean up Fee	\$30 flat fee
Equipment Charges (TV/VCR, Podium, Screen, etc)	\$10 per item

*\*Beyond normal business hours must be rented through the  
Lansing School District: 517-755-3800*

**TURNER-DODGE HOUSE**

Additional Security Deposit:

The Turner-Dodge House is a nationally designated, historic home containing many non-replaceable treasures. As such, a refundable security deposit of \$1,000.00 will be required for those rentals occupying the entire home. A refundable security deposit of \$250 or liability insurance will be required for rentals occupying the first floor only. All required items must be submitted not less than ten (10) calendar days prior to the reservation date. At the conclusion of the rental, any damages to the facility or equipment will be deducted from the deposit or billed.

<b>Room Usage Rates</b>	<b>Resident</b>	<b>Non-Res</b>
First Floor Only - 2 hr min Friday, Saturday, and Sunday (Includes Dining Room, Staging Kitchen, Parlor, and grounds)	\$110/hr	\$125/hr
Entire House for Weddings & Special Events - 3 hr min Friday, Saturday, and Sunday (Includes All Three Floors and grounds with an 8 hour max)	\$145/hr	\$160/hr
Entire House for Organizations- Tuesday thru Thursdays, 9-5p.m. (Includes All Three Floors) - 8 hr max	\$200/day	\$215/day
Room Set up fee	\$25 flat fee per 100 person	\$25 flat fee per 100 person
Clean up Fee	\$60 flat fee	\$60 flat fee
Equipment Charges (TV/VCR, Podium, Screen, etc)	\$10 per item	\$10 per item

CITY COUNCIL ADOPTED POLICY  
ON MAY 5, 1997.  
CITY COUNCIL MODIFIED POLICY  
ON July 1, 2012

For Office Use Only: Date Rec'd. _____  Ward # _____
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**LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY**  
**CITY OF LANSING PARKS AND RECREATION DEPARTMENT**  
**FACILITY USE REQUEST FORM**

Name of Requesting Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Responsible Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Title and Description/Purpose of Meeting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the requesting organization a non-profit organization?  Yes  No  
 Is the event open to the public?  Yes  No  
 Does the use involve fund raising or revenue generating activities?  Yes  No  
 Will donations be solicited?  Yes  No  
 If Yes, please explain: \_\_\_\_\_

What is the time(s) and date(s) of event: \_\_\_\_\_  
 Preferred Location: \_\_\_\_\_  
 Alternate: \_\_\_\_\_  
 Preferred Room: \_\_\_\_\_ Alternate: \_\_\_\_\_  
 Number of People: \_\_\_\_\_ Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_  
 Room Setup and Special Equipment Needed: \_\_\_\_\_

I, \_\_\_\_\_, agree to be responsible for the conduct of our group and for damages to the facility and equipment I am using. I also agree to arrange any set ups with the facility staff and to notify the facility staff of any significant change in the program format within 10 working days of the scheduled activity. I also agree to leave the building in the condition it was found. I understand that failure to meet any of these obligations may result in cancellation of our reservations and future facility use privileges.

\_\_\_\_\_  
 Signature of Responsible Agent

**Turner-Dodge House Only**  
 Is alcohol requested to be served?  Yes  No  
 If yes, what type of alcohol?  Beer  Wine  Champagne

<b>For Department Use Only - Estimated Charges</b>			
Room Usage Fee:	\$ _____	Clean-up Fee:	\$ _____
Kitchen Fee:	\$ _____	Equipment Fee:	\$ _____ (day of
Setup/down Fee:	\$ _____	Total Charges:	\$ _____ or after
Total Charges:	\$ _____	Total Paid:	\$ _____ event)
Total Paid:	\$ _____	Receipt # _____	Date: _____
Receipt # _____	Date: _____		
Balance Due: \$ _____	Balance Due Date: _____	Balance Paid: \$ _____	Date: _____
Staff Person: _____	Date: _____		

**LANSING PARKS AND RECREATION DEPARTMENT      BUILDING USE POLICY**

Organization/Group Description

Instructions: Please answer the following questions as completely as possible. This information will be used to track usage.

- 1. Briefly describe the purpose of your organization/group.

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- 2. What percentage of your membership live within the city limits?

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- 3. How is your organization/group funded?

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Andy Schor, Mayor