



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, Schmidt 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.

LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY

SECTION THREE – INSURANCE

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.

LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY

SECTION FIVE – FEES

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-50-100 people site dependent)	\$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, Screen, stereo, Gier-batting tunnel, pitching machine, etc)	\$10 per item	\$10 per item	\$10 per item

During Normal Building Hours at: Alfreda Schmidt Southside Community Center	Fee
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.

Room Usage Rates	Resident	Non-Res
First Floor Only - 2 hr min Friday, Saturday, and Sunday (Includes Dining Room, Staging Kitchen, Parlor, and grounds)	\$120/hr	\$135/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)	\$155/hr	\$170/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

LANSING PARKS AND RECREATION DEPARTMENT BUILDING USE POLICY

For Office
Use Only:
Date
Rec'd. _____
Ward # _____

**CITY OF LANSING PARKS AND RECREATION DEPARTMENT
FACILITY USE REQUEST FORM**

Name of Responsible Agent/Requesting Organization: _____
 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
 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: _____

The Permittee shall be solely responsible for and shall indemnify, defend and hold harmless the City of Lansing, its officers, agents and employees from any and all claims, suits, damages or losses, as well as all related expenses and actual attorneys fees that are sustained or alleged to have been sustained, directly or indirectly, in connection with:

- (a) The use and maintenance of the Property by the Permittee, its employees, agents or officers, or anyone participating in the event or program of the Permittee or any volunteer or spectator; or any of their heirs, representatives, agents or assigns;
- (b) The presence of the Permittee, its employees, agents or officers, or anyone participating in the event or program of the Permittee or any volunteer or spectator; or any of their heirs, representatives, agents or assigns on City Property;
- (c) The release on, or contamination of, the Property by any hazardous waste, environmental toxin or underground tank, as broadly defined by federal, state or local law. Permittee assumes this liability whether the release of contaminants on City property is the result of its acts, agents, employees or invitees or whether such claims, suits, damages, losses and liabilities are based in part on the active or passive negligence of the City, its employees, agents or officers or the City's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the City might be held liable; provided, however, the foregoing shall not be construed to be an agreement to indemnify the City against liability for damages caused by or resulting from the sole negligence of the City, its agents, employees or officials, under circumstances whereby said Permit would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA 691.991), if applicable, it being the intent of the foregoing provision to absolve and protect the City, its agents, employees and/or officials from and to indemnify the City against any and all liability and loss by reason of the Property except to the limited extent prohibited by Michigan Public Act 1966, No. 165, Section 1, if applicable. This provision extending liability for hazardous waste contamination shall extend beyond the term of this Permit and will be in effect whenever such contamination is discovered.

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

For Department Use Only - Estimated Charges			
Room Usage Fee:	\$ _____	Clean-up Fee:	\$ _____
Kitchen Fee:	\$ _____	Equipment Fee:	\$ _____
Setup/down Fee:	\$ _____	Total Charges:	\$ _____
Total Charges:	\$ _____	Total Paid:	\$ _____
Total Paid:	\$ _____	Receipt # _____	Date: _____
Receipt # _____	Date: _____		
Balance Due: \$ _____	Balance Due Date: _____	Balance Paid: \$ _____	Date: _____
Staff Person: _____	Date: _____		

FACILITY RENTAL
INFORMATION & DECORATION (DO's and DON'Ts)

- Your rental period is when you have access to your room (which includes set up, decorations, deliveries, clean up & teardown times).
- Access to tables, chairs, trash cans & liners is included in your rental.
- Outside food and/or catering services are permitted.
- Alcohol is permitted at Turner Dodge House only.
- Live animals are prohibited (exception: licensed service dogs).
- Helium balloons are allowed in classrooms only (prohibited in gymnasiums).
- You must provide your own table covering, decorations and supplies (scissors, paper, stapler, markers, mounting putty, tape, string, ribbon, etc).
- Do not pin or affix decorations to blinds or curtains.
- Walls may be decorated at arms height only. The use of chairs, tables, or ladders to decorate or hang items is prohibited.
- Only mounting putty or painter's tape may be used to affix decorations to all painted wall surfaces. Clear tape is allowed on tables, wood, metal, tile, Tarrasa, and marble surfaces only. No masking or duct tape allowed.
- Use of glitter, sequins, confetti, etc. is not allowed. *Many alternative table decoration ideas can be found on-line.*
- Open flames are only allowed for sterno pans and birthday cake candles.
- Spills of any kind must be cleaned up immediately – please see staff on duty for cleaning supplies/equipment needed.

Special services:

- Gier and Letts Centers have a warming kitchen that may be reserved on a first come basis. Flat \$25 fee for the duration of your reservation.
- Lansing Parks and Recreation has a variety of inflatables to enhance your event. Park staff will deliver, set up, operate, and take down the inflatable for you! Call Marcus 483-4290 for more info, to check availability and reserve.
- Petting Zoo *may* be allowed with special permit, Liability insurance naming the City of Lansing as Additional Insured, 2 week advance notice for accommodation, and assurance of clean-up by the end of your rental period. No large animals inside facility. Discuss with Programmer on site.

I have read the above information and will comply with these requirements.

Facility Rental Date: _____ Signature of Responsible Agent: _____

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.

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

3. How is your organization/group funded?



Andy Schor, Mayor