



RESERVATION POLICY
Gladstone DDA Building
(February 10, 2016 through February 10, 2017)

1. POLICY

The Gladstone DDA building is owned by the City of Gladstone is maintained and equipped for public use for the purpose of recreational, cultural, governmental and social activity.

2. AUTHORITY

The Special Events Coordinator shall schedule the use of the DDA Building and facilities. Any groups wishing to appeal any decision made by the Special Events Coordinator, and if dissatisfied, may appeal the ruling to the DDA Board.

3. FACILITY USE

- A. City of Gladstone DDA Building facilities will be available as determined by the DDA Board.
- B. Organizations and individuals will be permitted to reserve recreation or meeting room facilities on a regular basis by calling 906-420-8499 or 906-280-5169 if space is available with applicable fees, as determined by the Gladstone DDA.
- C. Priorities for facility use shall be as follows:
 - 1. Gladstone DDA Business Owners
 - 2. City sponsored activities or meetings;
 - 2. City recreation sponsored activities;
 - 3. Resident group sponsored recreation, civic, fraternal, social and activities or meetings;
 - 4. Resident groups for private parties;
 - 5. School, State, County or Federal governmental activities or meetings;
 - 6. Non-resident activities or meetings.
- D. All requests for meeting room reservations will be considered and reviewed. Priority list will be utilized if conflicts exist with meetings or activities. Most requests will be taken on a first come, first serve basis.

4. RESPONSIBILITY

- Groups or individuals reserving the facility shall abide by the following regulations:
- A. Each individual or group using the facility shall be responsible for any damage to or loss of City-owned equipment or facilities.
 - B. Damage charges shall be invoiced by the City and will be due and payable before the individual or group may be granted facilities in the future. The renters deposit will also be forfeited.
 - C. Proper supervision, in some cases, must be provided and be approved by Gladstone DDA. Adult supervision required for all youth functions.

5. BUILDING OPERATING REGULATIONS

- A. Sale of alcoholic beverages and activity involving gambling is prohibited.
- B. Unnecessary noise, profanity, disorderly or improper conduct shall not be permitted.
- C. Smoking is strictly prohibited within the DDA Building and DDA Farmers Market Lot.

6. APPLICATION

- A. Requests for the use of facilities will be made through the Gladstone Special Events Coordinator *AT LEAST TWO WEEKS* prior to intended use. Verbal communications will not be accepted. *Facilities are not guaranteed until reservation fees have been received.* Availability of facilities will be evaluated according to Section 3, paragraph (e) of this policy statement if a conflict exists.

B. Application forms may be obtained at the utility window at Gladstone City Hall, 1100 Delta Ave. Gladstone, MI 49837 or at www.gladstonemi.org/dda

C. All applications must be completed with proper information requirements satisfied.

D. **RESERVATION FEES MUST BE SUBMITTED WITH COMPLETED APPLICATION FORM.**

Application, with enclosed payment of reservation fee as well as a \$50.00 refundable deposit, will act as a room confirmation. Failure to submit payment of reservation fee and deposit with the application will nullify room reservation.

Mail completed application form, reservation fees and deposit to:

City of Gladstone- DDA Building Rental

1100 Delta Avenue

P O BOX 32

Gladstone, MI 49837

Phone: (906) 420-8499 or 906-280-5169

e-mail: ahanson@gladstonemi.org

Please make all checks payable to: **CITY OF GLADSTONE**

7. PREPARATION FOR MEETINGS

A. Renters should arrange to prepare their own set-up of equipment, tables, chairs, etc., unless otherwise arranged.

B. Building and facilities must be left as they were found. Arrangements should be made if additional equipment is needed for clean-up process.

C. Individuals or groups wishing the City of Gladstone to set-up equipment for meetings, etc., shall pay a minimum charge of \$30.00. Any "other than normal" clean-up required by the City shall be charged to the group at a rate of \$15.00 per hour.

8. LIABILITY AND INSURANCE

The City of Gladstone is not liable for theft, damage of personal property or personal injury that may occur to any member(s) of any group(s) or individuals while on the premises.

Groups and organizations renting, leasing, or utilizing DDA facilities on a long-term basis or for special activities may be required to purchase and maintain minimum personal injury and property damage liability insurance as follows:

A. Maintain liability insurance for personal injuries in the amount of \$300,000 per person and \$500,000 per group;

B. Maintain liability insurance for property damage in the amount of \$50,000;

C. The City of Gladstone must be named as "additional insured" to all policies;

D. The City of Gladstone must be provided with proof certifying that the minimum insurance requirements are being maintained at least three days prior to the event.

9. RESERVATION FEES

Reservation Fee Rates shall be as follows:

\$50.00 refundable deposit is due along with reservation fee for rental.

DDA Building rental rates 2016/2017

Full Day (8 hours)- \$100.00

Half Day (4 hours)-\$60.00

Hourly- \$30.00

****All DDA Businesses will receive rentals for half price.*

48 Hour Notice required to cancel a reservation otherwise deposit will be forfeited.