



# City of Grosse Pointe Woods

## Community Center and Cook School Guidelines

The information in this booklet provides a guide to parties and other gatherings at the Grosse Pointe Woods Community Center and Cook School. Inside, you will find specific information about applying for room and school house rentals, rental rates, and rules and guidelines.



### Office Hours:

Monday—Friday  
8:30 a.m.—5:00 p.m.

### Center Available for Rental:

Sunday—Thursday  
9:00 a.m.—10:00 p.m.

Friday—Saturday  
9:00 a.m.—10:00 p.m.

Community Center is closed for city-observed holidays as indicated on City Calendar.

## MISSION STATEMENT

The Grosse Pointe Woods Community Center and Cook School are available for the civic, cultural, educational, recreational, and social activities of the residents of Grosse Pointe Woods. Please enjoy the Center and Cook School in a manner consistent with the character and objectives of our Community, and the regulations promulgated for the use of the facility.

**20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236**

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## RENTAL APPLICATION—ROOM AND COOK SCHOOL

1. Application forms are available at the Community Center during office hours.
2. Applications must be submitted by Grosse Pointe Woods residents 21 years of age or older.
3. To secure a rental, signed applications and a security deposit must be submitted at the Community Center during office hours.
4. Reservations must be made at least 1 month in advance and up to 6 months in advance of the scheduled activity.
5. Phone or mail reservations are not accepted.
6. Applications for one time use will be processed on a first come, first served basis.
7. The Community Center and Cook School are available for continual reservations on a weekly, bi-weekly, and monthly basis according to availability.
8. Prior approval must be obtained by the City Administrator or his designee for non-profit Grosse Pointe Woods community organizations providing a public service to the community for private functions in which a fee will be charged to attendees or where merchandise, products, or services are offered for sale.
9. The Request to Serve Alcohol portion of the Rental Application must be completed indicating the intent to serve alcoholic beverages. Approval must be granted by the City Administrator or his designees.
10. The City may refuse a particular type of activity if such activity is deemed not to be in the best interest of the City.
11. City Administration reserves the right to allocate space according to need, has the right to cancel reservations in case of emergencies with or without due notice, and may limit the frequency of use by one group or organization.

## RENTAL RATES—ROOM AND COOK SCHOOL

1. Prices are for 5 hour blocks of time, including set-up and clean-up. If additional time is needed, hourly fees will be assessed. Up to 2 additional hours may be added.
2. Applicants will be charged additional fees for events that end after the time indicated on the Rental Agreement. The fees will be deducted from the security deposit in hourly increments.
3. Tables, chairs, and set up are included in the price of the rental. The following furniture is available for use in the rooms:
  - A. 18 Round Tables, 5' diameter (seats 6 or 8 per table) - maximum of 144 seated at round tables
  - B. 6 Rectangular Tables, 8' x 30"
  - C. 4 Rectangular Tables, 6' x 30"
  - D. 16 Card Tables, 36" x 36"
  - E. 120 Fabric upholstered chairs
4. The rental fee must be paid 4 weeks prior to the date of the event.
5. A \$200 Security Deposit is required for reservations.
6. Security deposits are refundable if the following conditions are met:
  - A. Premises will be left in same condition as the start of the event.
  - B. Event ends at time stated on the Rental Confirmation.
  - C. Rules and regulations are followed in accordance with the Community Center Guidelines.
7. If a rental is cancelled 60 days prior to the event date, the security deposit and any rental fees paid are fully refundable.
8. Fees and rates are subject to change.

Facilities	Capacity	5-hour block	Add'l Hour
All Community Center Rooms (Park, Garden, Kitchen, & Lake)	160	\$425	\$95
Park Room Includes kitchen	80	\$225	\$55
Garden Room (no access to kitchen)	50	\$150	\$35
Lake Room (no access to kitchen)	20	\$60	\$15
Cook School	40	\$125	\$30
Projector System & Screen (Park room only)		\$50	n/a
Coffee urns (coffee, cups and condiments are not included)		\$10	n/a



## RENTAL REGULATIONS—ROOM AND COOK SCHOOL

### General Rules

1. The Community Center and Cook School shall be utilized in accordance with the terms and conditions established by the City Administrator and approved by the Grosse Pointe Woods City Council.
2. The day of the event, the applicant must check in with the Building Attendant at the Community Center office and present his/her identification. This person must be on site throughout the entire event.
3. Groups consisting of children under the age of 18 must have one responsible adult present for each ten (10) children.
4. Groups shall be restricted to the rental area assigned, excluding the restrooms.
5. Use of areas outside the building is restricted to the parking facilities, unless specific prior approval is obtained from the City Administrator.
6. A Building Attendant will be on duty during the event. Equipment problems and accidents should be reported immediately.
7. The City of Grosse Pointe Woods is not responsible for lost or stolen items or damage incurred to renter's items or property.

### Rental area set-up and clean-up

1. Table and chair set-up/tear down will be done by a Building Attendant.
2. Access to the building prior to the rental time for set-up will not be granted.
3. The rental area must be left in the same condition as it was received. Leaving the rental space in an unacceptable condition will affect the renter's ability to rent in the future and loss of security deposit.
4. The Applicant is responsible for the following clean-up:
  - A. Removal of all materials brought in
  - B. Removal of all decorations
  - C. Placement of all trash in plastic trash bags
  - D. Wiping down of all tables and chairs
  - E. Cleaning of any spills and messes (see Building Attendant for assistance and supplies).

### Conduct of Guests

By signing the Rental Application, the applicant agrees to the following:

1. Orderly behavior of all guests inside and outside of the building.
2. Financial responsibility of damages due to misuse of Community Center and Cook School.
3. Responsiveness to directives from staff.
4. Programs suitable for presentation in a public building.
5. Lawful activity in accordance with the City, State, and Federal laws and regulations.

### Decorations and Entertainment

1. No decorations may be taped or adhered to any walls, doors, etc.
2. If signs or balloons are used outside the building,

these items must be removed at the conclusion of the event.

3. No glitter or confetti may be used inside or outside the building.
4. The City is not responsible for any damage to electrical equipment provided by an outside vendor.

### Prohibited Activities

1. Smoking or using any type of tobacco product inside the building.
2. The use of open flames, such as lighted candles.
3. Prior written approval is required from the City Administrator for non-profit groups requesting to host events involving the following activities:
  - A. Exposing or offering for sale any article or service.
  - B. Announcing or advertising any article or service for sale or hire.
  - C. Selling alcoholic beverages.
  - D. Charging admission or collecting money at events.
  - E. Conducting games of chance.

### Violation of Guidelines, Policy, or Rules

City representatives will monitor the event to review compliance with this policy and these rules. Staff members will intervene whenever a violation of the policy is observed. City of Grosse Pointe Woods staff may ask the Applicant of the event to stop the violation, or may close down the event. Should the Applicant fail to comply, staff members may call the Public Safety Department for enforcement. Violations of any city policies shall result in a forfeiture of the deposit.



## USE OF KITCHEN FACILITIES

Individuals renting the kitchen may bring in their own food or hire a caterer. The applicant and/or the caterer are held fully responsible for the food being served.

1. The Community Center and the Cook School are not licensed as a foodservice kitchen; therefore the facility is only designed to assist in serving meals that are prepared off-site.
2. Chafing dishes with fuel heaters are only to be used

to heat food outside of the kitchen. Chafing dishes and lit fuel pans are not to be transported while lit.

3. Kitchen should be left as it was found.
4. Garbage bags must be tied and put near kitchen outside door for removal.

### Facilities included in rental price:

1. Sink & counters, Community Center and Cook School
2. Oven in Community Center, microwave in the Community Center and Cook School – for warming

only, not cooking

3. Refrigerator in Community Center and Cook School, Freezer in Community Center

### Facilities NOT included in rental price:

1. Items in the cupboards.
2. Cups, plates, silverware, table linens and serving utensils.

### Applicants using an outside caterer must comply with the following:

1. Provide a copy of State of Michigan caterer license and alcohol license (if serving alcohol).
2. Provide an insurance certificate from the caterer with at least \$1,000,000 of liability coverage.
3. Take all utensils and serving dishes to a licensed facility to be washed, rinsed, and sanitized in a commercial sink.

## POLICY FOR SERVING ALCOHOL AT THE COMMUNITY CENTER AND COOK SCHOOL

### General Policy

The purpose of this Policy and corresponding Rules is to prevent common and recognized problems that can arise from alcohol consumption, to ensure a safe and enjoyable environment for all those who use City facilities, and to reduce the risk of liability.

In addition, alcohol may not be consumed at public facilities except as authorized by City Council Resolution. The City Council has determined that, at the Community Center and Cook School, alcohol can be possessed and consumed only in accordance with the laws of the State of Michigan.

The City reserves the right to deny the request for the use of alcohol, and to deny the Permit to Serve Alcohol, if it finds that the Applicant cannot or likely will not meet the requirements of this Policy, cannot sufficiently indemnify or hold harmless the City, or if the proposed event is in any way inconsistent with the use of the public facilities and the purpose of this Policy.

### Generally Applicable Rules

1. A Request to Serve Alcohol shall be submitted at the time of the Room Rental Application by a Grosse Pointe Woods resident 21 years old or older.
2. The applicant is responsible for the following:
  - A. Being on site for the duration of the event.
  - B. Paying a \$50 fee for the Permit to Serve Alcohol.
3. Depending on the nature of the function, the City Administrator has discretion to require the applicant to present proof of insurance liability coverage with limits acceptable to the City Administrator
4. The only person allowed to bring alcohol into the Community Center or Cook School or remove it from the building will be the applicant, caterer or its designated agent.
5. A LCC permit is required unless alcohol is served free of charge; which the applicant is responsible for obtaining.
6. Beer is to be in individual serving size containers; beer kegs are not allowed.
7. If bar service is provided, a maximum of two drinks may be served to an individual at any one time.
8. Alcohol may be possessed or consumed only by individuals over the age of 21. The applicant shall ensure that identification is in accordance with applicable law, to ensure that no one under the age of 21 is served alcohol. The only acceptable forms of identification shall be a state or other official identification card, a driver's license with photo, or a passport.
9. No alcohol shall be served to any person who is obviously intoxicated. Doing so may result in criminal prosecution.
10. Alcohol must be possessed, consumed, and served only in areas designated for the specific event by the City.
11. If alcohol is present without obtaining a permit prior to the event, the security deposit is forfeited.