



FACILITY REQUEST FORM

**This request must be submitted fourteen (14) days prior to the requested rental date.
All fees must be paid within 3 days of approval, failure to do so may result in cancellation of event.**

Name of Organization: _____

Name and Title of Contact Person: _____

Address: _____ Zip _____ Phone: (____) _____

Email address _____ Website _____

Primary Dates _____ Alternate Dates _____

Open to the Public? Yes No Admission Fee? No Yes cost _____ No. of People Expected: _____

Organization Type

- Nonprofit (Documentation required)
- Block Club/Community/Church
- Sorority/Fraternity
- Corporation/Foundation
- _____

Event Type

- Public/Town Hall Meeting
- Baby Shower
- Bridal Shower
- Wedding Rehearsal/Reception
- Family Reunion
- Birthday Party
- Fundraiser (proof of insurance may be required)
- Meeting
- _____

Center (Select all that apply)

- Adams/Butzel Complex
- Butzel Family Center
- Brennan Event Space
- Clemente Crowell
- Farwell Heilmann
- Kemeny Lasky
- Patton Williams
- Young

Day(s) (Select all that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday (additional fee(s) may apply)
- Sunday (additional fees)

Hour(s) (Select all that apply)**

- 8 am – 9 am 9 am – 10 am
- 10 am – 11 am 11 am – 12 pm
- 12 pm – 1 pm 1 pm – 2 pm
- 2 pm – 3 pm 3 pm – 4 pm
- 4 pm – 5 pm 5 pm – 6 pm
- 6 pm – 7 pm 7 pm – 8 pm
- 8 pm – 9 pm _____

Set up/Clean (Attach layout) - \$75

- Banquet
- Classroom
- Auditorium
- Open

Room(s) (Select all that apply) (Resident/Nonresident)

- Kitchen \$30hr/\$40hr
- Gymnasium \$100hr/\$150hr
- Pool* \$100hr/\$150hr
- Arts & Craft \$40hr/\$50hr
- Weight Room* \$40hr/\$50hr (per five person)
- Multipurpose / Dance \$75hr/\$85hr
- Banquet/Auditorium (up to 200 persons) \$125hr/\$135hr
- Meeting – Small (up to 30 persons) \$40hr/\$50hr Qty ____
- Meeting – Medium (up to 50 people) \$40hr/\$50hr Qty ____
- Meeting – Large (up to 120 people) \$75hr/\$85hr Qty ____
- Ice Arena \$130(50 min)/ \$140(50 min) (skate rental not incl)
- Racquetball Court \$10hr/\$20hr Qty ____

Amenities** (Select all that apply)

- Banquet Table(s) Qty _____
- Round Table(s) Qty _____
- Card Table(s) Qty _____
- Chairs Qty _____
- Podium
- Projector \$60
- Projector Screen \$75
- _____

*additional liability waiver required ** additional fee(s) may apply

Has the organization previously rented a DPRD Facility before? No Yes, What facility? _____ When (Year)? _____

Provide organization purpose/mission (attach additional sheets if needed):

Detail Description/purpose of event (attach additional sheets if needed):



Detroit Parks & Recreation Department Refund/Cancellation/Privacy/Security Policy

Use of Detroit Parks & Recreation Department Recreation Centers is available for City of Detroit residents and non-residents.

A. Membership

City of Detroit residents may receive the resident membership rate by presenting two forms of identification to establish Detroit residency. Annual membership is valid for one year (January – December). Please present your membership card at the front desk each time you visit the facility. A \$5 daily drop-in fee will be assessed when a membership card is not presented. Replacement cards may be purchased for \$5. All guests must complete and sign a membership application. Participants 17 years and younger must have membership application signed by a parent or legal guardian before being issued a membership card.

The Detroit Parks & Recreation Department is committed to keeping its membership fees lower than the industry standard. We will offer a full refund if requested the same day of paid membership otherwise no refund will be granted.

B. Classes

The Detroit Parks & Recreation Department will offer a full refund if requested within three (3) days of signing up for a class(es) otherwise a 20% processing fee will apply. However, if class has begun no refund will be given but a full credit in the amount of the class will be given towards any other program or class within the same calendar year.

C. Facility/Field Reservations

- Reservations are accepted on a first-come, first-served basis and must be submitted 14 days prior to the start of event.
- To guarantee room(s) reservation full payment is due at time of approval.
- Organizations/Individuals may cancel event up to 3 days after payment and but prior to the date of the event to ensure a full refund. Cancellation after 3 days will be refunded according to the below refund scale:

# of days after payment	Processing Fee
<= 3	0%
> 3 or <= 7	25%
> 7 or <= 14	50%
> 14	No refund issued

Refund may take up to 60 days and will be issued to the organization/individual name on the receipt.

D. Privacy Policy

The City of Detroit Parks & Recreation Department does not collect personally-identifying information about a user except for information that is voluntarily provided to us so that we can serve the user's needs and for legitimate registration purposes. For example, when the user completes an online registration, we need to retain certain personally-identifying information on the Site in order to respond to the registration. A user's personally-identifying information (voluntarily submitted in connection with an online registration) will be treated confidentially and will not be shared with third parties.

E. Security Policy

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.