

AUBURN HILLS COMMUNITY CENTER

RENTAL INFORMATION

1827 N. Squirrel Rd. Auburn Hills, MI 48326

Contact Margaret Leonard

248-370-9353



To Book a Date:

- You may call the office to check room availability.
- Call the office to set up an appointment to book your date and to make final payment if necessary.
- Office hours for rental appointments are Mon-Fri, 8:00 am – 5:00 pm.

Availability

- Facilities will be available for rent during times when city sponsored programs, activities and events are not in session.
- Facilities are not available for commercial gain of any kind.
- Facilities will not be rented for any programs similar to city offered programs.
- Facilities are available under a “private party” use agreement. The applicant/sponsor of the activity is responsible for their groups’ actions including any damages or losses to the Community Center.

Reservations

- Reservations should be made at least a month in advance and will be handled on a “first come” basis.
- Facilities are for rent by all persons regardless of residency.
- Use of rental facilities shall be for public gatherings of a civic, cultural, educational, or social character, not for commercial, profit-making, or fundraising events. No admission or fees shall be charged for a rental event.
- Use of rental facilities by Auburn Hills based non-profit groups will cost 50% less than the normal rental rates (minimum cost of Carriage Room is \$10 per hour)
- Multi-date reservations will be considered on a “case by case” basis by administrative staff.

Wesson/Carriage Rooms (Meeting Rooms)

- Reservations must include set-up time and clean-up time within the time frame of the rental. Rentals that run over in time will be charged a full hour rent after a 15 minute grace period.
- Wesson Room will seat 32 maximum.
- Carriage Room will seat 20 maximum.

Seyburn Room (Banquet Room)

- If available, Seyburn Room (banquet room) reservations include a 2 hour grace period (no charge) for set-up only prior to the event/rental. Rentals that run over in time will be charged a full hour rent after a 15 minute grace period. This charge will be subtracted from the rental deposit amount, unless the charge is more than the deposit.
- Seyburn Full will seat 175 maximum
- Seyburn A or B (1/2 of Seyburn) will seat 80 maximum

Decorating

- Decorations shall not be attached to walls, ceilings, or sprinkler systems.
- Decorations shall not alter or damage any surfaces.
- No glitter, confetti, sparkle, loose ribbons, flower petals are permitted inside or outside on the patios.
- Tape, pins, staples or other adhesive are not allowed on the walls, doors, windows, ceiling, light fixtures or service counters.
- Table decorations are acceptable.
- All candles must be protected with glass enclosures. No open flames of any kind at any time (except for birthday cakes).

Restrictions

- No smoking is allowed except in the designated smoking area outside.
- Selling merchandise, food, or other items is prohibited.
- No alcoholic beverages are allowed on the premises.
- Only music suitable for a public facility will be allowed. The volume and content is subject to control by the staff.
- Furniture, equipment, artwork, and similar building fixtures may not be moved from room to room or removed from the building without permission from the administration.
- The piano is not for general use; please do not set anything on it.

Clean Up

- Clean- up shall be performed during the approved rental time period.
- Clean -up shall include, but is not limited to:
 - A. Removal of all food, beverages, decorations, displays, equipment or other materials. Please do not leave behind any food. This is a Health Department requirement.
 - B. Wipe tables, chairs, and countertops.
 - C. Any other clean-up necessary.
- Security deposits will be forfeited if the facility is not completely clean (as found).
- Building Supervisors shall inspect the room when clean up is complete.

Fees

- Fees and deposits will be charged according to current published rates available at the front desk.
- **Small Meeting Room** and **Large Meeting Room** rentals will **require a \$50.00 deposit and full payment at time of application.**
- **Banquet Room rentals** will require a **\$200.00 deposit** and a minimum of **50% of the rental fees at time of application**, and final payment within 2 weeks of reservation date.
- Damage deposits will be required for all rentals. All deposit fees will be returned in the form of a check to the applicant's home within approximately 30 days of the rental date if all facilities are left in satisfactory condition.
- This agreement may be cancelled by either party in writing.
- Rentals will be subject to the following cancellation schedule:
 1. 100% of hourly rental fees paid, less \$10 cancellation fee with a 1 month notice.
 2. 50% of hourly rental fees paid, less \$10 cancellation fee with 2-4 weeks notice.
 3. **No refund with less than 2 week notice.**
 4. Refunds will also include deposits paid.

Caterers

- If you use a caterer, we have an approved list. Pot-Luck parties may be self catered or use a caterer who only drops off food.

Pot-Luck Option

- Renters choosing the “pot-luck” option have use of the following kitchen equipment:

Available for Use

Reach –In Cooler

Microwave

Ice Machine

Freezer

Prep Tables

Garbage Disposal

Not Available for Use

Dishmachine

Walk-In Cooler

Hot & Hold Ovens

Dishware, Glassware, Silverware

Hot/Cold Serving Stations

Beverage Stations (Coffee, Cappuccino)

Paper products

Serving pieces (dishware, glassware, utensils)

Salt & Pepper Shakers

Set-up

- Auburn Hills Community Center staff set up guest and banquet tables and chairs.
- Tables are 60” round and will seat 6 or 8 per table.
- We request room set-up at least 1 week prior to rental date.
- Community Center does not provide linens.

APPROVED CATERING COMPANY LISTINGS

KOSCH CATERING

(248) 789-7250

www.Koschcatering.com

VICTORIA’S DELIGHTS, Inc.

(248) 969-3477

www.victoriadelights.com

INDO PAK RESTAURANT

Specializing in Pakistani Food

(248) 541-3562

FIELDSTONE VISTA GRILL

(248) 370-9354

(No On-Site Catering – Only Drop Off)

www.fieldstonegolfclub.com

RANGOLI INDIAN CUISINE

(248) 377-3800

www.detroitrangoli.com

RIVERCREST CATERING

(248) 652-6706

www.rivercrestcatering.com

Community Center Room Rental Rates
For more information call 248-370-9353

<u>Seyburn Room:</u>	<u>Resident*</u>	<u>Non-Resident*</u>	<u>Sunday</u>
Full Room (175)	\$100 Hr.	\$150 Hr.	add \$20 Per Hr.
Half Room (80)	\$ 50 Hr.	\$100 Hr	add \$20 Per Hr.
Deposit-Cash	\$200	\$200	

<u>Gymnasium:</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Sunday</u>
Full Gym	\$ 50 Hr.	\$ 75 Hr.	add \$20 Per Hr.
Half Gym	\$ 25 Hr.	\$ 38 Hr.	add \$20 Per Hr.
Deposit-Cash	\$ 50	\$ 50	

<u>Meeting Rooms:</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Sunday</u>
Large (32)	\$ 25 Hr.	\$ 50 Hr.	add \$20 Per Hr.
Small (20)	\$ 10 Hr.	\$ 20 Hr.	add \$20 Per Hr.
Deposit	\$ 50	\$ 50	

Room Rental Times Available

Monday – Friday: 8 am – 12 midnight; minimum 2 hours for Banquet Room only
 Saturday: 10 am – 12 midnight; minimum 2 hours for Banquet Room only
 Sunday: 10 am – 9 pm; minimum 4 hours (pending availability)

*Resident – lives in AH with a valid address, or a business in AH for business functions related to work

*Non-resident – resides outside AH