

# **AUBURN HILLS COMMUNITY CENTER**

## **RENTAL INFORMATION**

**1827 N. Squirrel Rd. Auburn Hills, MI 48326**

**Contact Margaret Leonard**

**248-370-9353**



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### **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. Non-residents may reserve the facility at published non-resident rates, and shall not use a resident they know to secure resident rates.
- 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 \$20 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 lose their full deposit 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. Clean-up time must be included in rental hours. **Rentals that run over in time will lose their full deposit after a 15 minute grace period.**
- 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.
- **Non-resident groups found to be using a resident to secure resident rates will forfeit their security deposit.**
- 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.
- Rental date changes - \$50 fee for all date changes after the deposit has been paid, no rental date will be changed within 14 days of rental date.
- 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, Hot Chocolate)

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**

### **ALFOCCINO RESTAURANT**

**248-340-1000**

[www.alfoccino.com](http://www.alfoccino.com)

### **RIVERCREST CATERING**

**248-652-6706**

[www.rivercrestcatering.com](http://www.rivercrestcatering.com)

### **CRANK’S CATERING**

**586-247-3800**

[www.crankscatering.com](http://www.crankscatering.com)

[michael@crankscatering.com](mailto:michael@crankscatering.com)

### **RANGOLI INDIAN CUISINE**

**248-377-3800**

[www.detroitrangoli.com](http://www.detroitrangoli.com)

### **CROWNE PLAZA AUBURN HILLS**

**248-232-7277**

**Crowne Plaza Website**

<http://auburnhills.crowneplazaemenu.com/>

[Christine.Ruedisueli@bfsaul.com](mailto:Christine.Ruedisueli@bfsaul.com)

### **FIELDSTONE GOLF CLUB’S**

**ARROWHEAD GRILLE**

**248-370-9354**

[www.crankscatering.com](http://www.crankscatering.com)

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

<b><u>Seyburn Room:</u></b>	<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	\$200	\$200	

<b><u>Gymnasium:</u></b>	<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	\$ 50	\$ 50	

<b><u>Meeting Rooms:</u></b>	<u>Resident</u>	<u>Non-Resident</u>	<u>Sunday</u>
Large (32)	\$ 25 Hr.	\$ 50 Hr.	add \$20 Per Hr.
Small (20)	\$ 20 Hr.	\$ 30 Hr.	add \$20 Per Hr.
Deposit	\$ 50	\$ 50	

**Room Rental Times Available**

Monday – Friday: 8 am – 12 midnight; minimum 2 hours for Seyburn A or B,  
 4 hours for Seyburn Full

Saturday: 10 am – 12 midnight; minimum 2 hours for Seyburn A or B,  
 4 hours for Seyburn Full

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

