

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. 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.

Damages

- Any damages to the building and/or grounds will be charged to the responsible Rental Representative signing the rental agreement. The Rental Representative is responsible for checking the room for damages and cleanup in the company of staff, before signing the Rental Verification form at the conclusion of the rental. Damages that require repairs will be billed to the renter using the following method: city labor costs for repairs plus materials used.

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.

The Community Center staff reserves the right to act in the best interest of the Community Center on items not specifically covered in the rules.

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

RIVERCREST CATERING

248-652-6706

www.rivercrestcatering.com

CRANK’S CATERING

586-247-3800

www.crankscatering.com

michael@crankscatering.com

RANGOLI INDIAN CUISINE

248-377-3800

www.detroitrangoli.com

CROWNE PLAZA AUBURN HILLS

248-232-7277

Crowne Plaza Website

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

Christine.Ruedisueli@bfsaul.com

FIELDSTONE GOLF CLUB’S

ARROWHEAD GRILLE

248-370-9354

www.crankscatering.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	\$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	\$ 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)	\$ 20 Hr.	\$ 30 Hr.	add \$20 Per Hr.
Deposit	\$ 50	\$ 50	

Room Rental Times Available

Monday – Friday: 8 am – 10pm; minimum 2 hours for Seyburn A or B,
 4 hours for Seyburn Full

Saturday: 10 am – 10pm; 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

