

SALINE PARKS & RECREATION DEPARTMENT
1866 WOODLAND DRIVE
SALINE, MI 48176
(734) 429-3502

RULES AND REGULATIONS FOR USE OF RECREATION CENTER

1. Anyone interested in using the Saline Recreation Center facilities must submit an application with full payment for to the Parks and Recreation Department for approval and processing. Use of only the specified facilities, dates and times approved on the permit will be granted.
2. After hours rentals will be reviewed and calculated for rental rate. The Facility Manager will be in contact to discuss fees and payment. Full payment is required to secure the rental date.
3. There is a one-hour minimum on all rentals. Rental times can be reserved on the hour or ½ hour. Rentals will not start or end on the quarter hour.
4. Solicitation of funds is not permitted in the building and no admission fees may be charged by individuals or groups.
5. Cancellation policy. Saline Parks & Recreation reserves the right to cancel a rental at any time due to facility malfunction or staffing issues. Saline Parks & Recreation will do its best not to cancel; a full refund will be issued in this situation.
6. Cancellation by renter must be seven days prior to rental date for a full refund (minus administrative fee). Less than seven days notification will result in forfeiting ½ of the rental fee. Less than 24-hour notification results in loss of all rental fees.
7. The permit holder is responsible for the proper use of the facilities. Facilities shall be left in the condition in which they were received. Groups shall pick up debris, wipe up spills, return all items to their original location and clean up all materials they brought in. Any cost incurred by the City for additional clean up shall be assessed to the permit holder.
8. Clean up shall be performed by the applicant following use. Clean up shall include removal of all materials brought in, removal of all decoration, disposal of all trash in proper receptacles, cleaning of all counters, walls, tables and chairs.
9. Property of the Saline Recreation Center shall not be removed from the facility at any time.
10. Upon arrival, the user must check in at the registration desk. If daily passes need to be purchased, coordinate with front desk staff for numbers or enter membership numbers. Staff will assist with any further questions or set up issues that need to be addressed. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the center.

11. Groups shall conduct themselves appropriately and be courteous to other people in the building. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit. The Parks and Recreation Department reserves the right to require additional staff at the permit holder's expense. The Parks and Recreation Department also reserves the right to require a security deposit in advance in addition to the rental fee. The deposit will be refunded in full or part, or forfeited depending upon the condition of the facility and expenses incurred as a result of the activity.
12. The Parks and Recreation Department will provide normal facilities and equipment appropriate to the area being used (i.e., tables and chairs, restrooms, waste containers). Special equipment such as audio visual or athletic equipment must be identified on the permit. Use of specialized equipment may result in additional charges. Additional equipment must be approved by the Parks and Recreation Director.
13. All rules and regulations governing the Saline Recreation Center must be adhered to at all times. The following are prohibited in the Saline Recreation Center:
 - Possession or consumption of alcohol in and around the premises.
 - Possession or consumption of drugs in and around the premises.
 - Smoking.
 - Gambling for profit unless licensed by the Michigan Bureau of State Lottery.
 - Firearms, knives or other weapons.
 - Food or drinks except in designated areas.
 - Use of areas other than the ones designated on the permit.
 - The use of open flames, such as lighted candles, sterno cans, etc.
14. All advertising, except that incidental to programs and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained from the Parks and Recreation Director prior to the scheduled function.
15. Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Building Supervisor prior to hanging any decorations.
16. The placement of posters and banners within the Recreation Center will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.
17. Groups shall be restricted to the room(s) assigned, except for use of restrooms, lounge or common areas.

18. Permanent storage facilities available are not available in the Recreation Center.
19. Must be 21 years of age or older to rent the facility.
20. Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 21 years or older, in attendance for every twenty (20) persons during the time of use. Children must be directly supervised at all times.
21. A Building Supervisor will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages or loss of equipment must be reported to the Building Supervisor and or department staff.
22. Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of trash in proper receptacles and cleaning of all counters, walls, tables, and chairs.
23. The City of Saline and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the City of Saline for any loss or damage described herein.
24. The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.
25. The City of Saline shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors or guests of the permit holder.
26. Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Recreation Center.

RENTAL RATES FOR SALINE RECREATION CENTER

Resident/Member Rental Category - City of Saline residents, Saline Recreation Center members, groups and organizations in Saline may rent recreational facilities at the resident/member rates provided they are not used for private or individual monetary gain. Such uses might include but is not limited to, a group of friends or co-workers playing basketball, bridal and baby showers and parties.

Non-Member Rental Category

Individuals, groups or organizations who are not residents of the City of Saline or members of the Saline Recreation Center.

The Director of Parks and Recreation is responsible for interpreting and administering these rules and regulations.

Revised 2/11/08
Approved by City Council: 2/11/08