

Village of Mount Pleasant

Parks & Recreation Building

7330 Old Spring Street



Fees, Rules, and Application





Mount Pleasant Park and Recreation Parks & Recreation Building Fee Schedule

Resident					
Rental Category	Weekday (9:00am-4:00pm)	Weekday After 4pm	Weekend 4 Hours	Weekend Full Day	Damage/Security Deposit
Group I	No Charge	\$10/hour	\$60	\$115	\$75
Group II	\$10/hour	\$15/hour	\$70	\$130	\$75
Group III	\$15/hour	\$20/hour	\$80	\$150	\$75

Non-Resident					
Rental Category	Weekday (9:00am-4:00pm)	Weekday After 4pm	Weekend 4 Hours	Weekend Full Day	Damage/Security Deposit
Group I	No Charge	\$15/hour	\$80	\$155	\$75
Group II	\$15/hour	\$20/hour	\$90	\$170	\$75
Group III	\$20/hour	\$25/hour	\$105	\$195	\$75

Rental Add-Ons, Licenses, & Permits	
Alcohol Permit (\$15)	Cabaret License (\$50)

Facility Rental Categories		
Group I	Group II	Group III
<p>Local neighborhood associations, senior enrichment, local neighborhood centers and other volunteer-based local community groups which are not engaged in for-profit or fundraising activities.</p> <p>Local Group I organizations are able to use the community room free of charge once a week (weekdays 9am-4pm) for up to 4 hours. If requests go beyond 4 hours, a \$10 per hour fee will apply.</p>	<p>Local non-profit organizations which are service, civic, recreational and/or educational in nature; not engaged in for-profit or fundraising activities.</p>	<ul style="list-style-type: none"> Private individual or group events, such as parties, business meetings. For-profit businesses or organizations. Non-profit organizations, which are other than, service, civic, recreational and/or educational in nature, or non-local non-profit organizations. Non-profit organizations, neighborhood associations, neighborhood centers, other volunteer-based community groups and private individuals who rent the facility to engage in for-profit or fundraising activities.

All groups are responsible for the behavior of their guests and invitees. Groups or individuals specifically shall take responsibility for alcohol consumption of guests and any behaviors that may be harmful to any of the facilities, customers, or staff. Most applicants will fall into Group III.

Community Room No Use Dates		
New Year's Day	New Year's Eve	Martin Luther King Jr. Day
Easter Sunday	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day & Weekend	Christmas Eve
	Christmas Day	



Parks and Recreation Community Room Rental Policies, Conditions, and Guidelines

COMMUNITY ROOM USE: The Parks & Recreation community room cannot be used for gatherings/activities that knowingly promote discriminatory/harassing behavior, derogatory to any individual/group, or be obscene/pornographic in nature or any other purpose which is illegal or against Village of Mount Pleasant Ordinances. Room will hold approximately 48 people seated at tables.

COMMUNITY ROOM HOURS: The Parks & Recreation community room is available for rental between the hours of 9:00AM-10:00PM. Premises must be cleaned and vacated by 10:00PM or the ending time stated in this rental agreement. It is important to allow for set-up and clean-up time when deciding your hours of usage because *the rental fee is based on your total time at the facility*. The renter will forfeit their deposit if they are found to be at the facility other than during their scheduled time.

RENTAL FEES: The rental fee must be paid in full before access code to building is issued. Fees are determined based on group designation outlined in the building fee schedule.

RESIDENT RATE: Residents of the Village of Mount Pleasant must show proper proof of identification to receive the resident rate. This may include a driver's license, utility bill, tax bill, etc. If mailing in the rental form, a copy of identification is required. Village of Mount Pleasant businesses or organizations may qualify for resident rate if room usage is for company/organizational use.

RESERVATION/DAMAGE DEPOSIT: A \$75 security/reservation deposit will be required to reserve the community room. The deposit will be charged to all groups renting the facility for equipment, damage, and/or cleanup costs and will be refunded after the facility and/or equipment has been inspected by the Parks & Recreation Staff and found in good condition with policies followed. The deposit will be refunded in the form of a check, 14-21 days following the event.

CANCELLATIONS: If a cancellation is made at least four weeks prior to the scheduled event, the reservation/damage deposit, minus a 10% administrative surcharge will be returned. If a cancellation is made at least two weeks prior to the scheduled event, the reservation/damage deposit, minus a 50% administrative surcharge will be returned. If a cancellation is not made within two full weeks, the full reservation/damage deposit will be forfeited.

ENTERING/EXITING THE FACILITY: The person in charge of the rental will be issued a keypad code to the back door of the building. Keypad code will be provided the code two days prior to rental. The code will expire after the reservation. The renter is allowed to unlock the front door for others to access the building. If front door unlocked, the renter is responsible to lock the door at the end of the rental. The back door with key pad automatically locks upon leaving the building. Renter should double check all doors are locked prior to leaving at the conclusion of their rental. Do not prop open any doors at the building.

PARKING: Parking is available in the building lot and street parking is allowed on the north side for Old Spring Street.

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, ceilings, or window furnishings. Decorating may not occur in any lobby areas. Nails, tacks, staples, and screws are prohibited. The renter must remove decorations immediately following the event.

SET UP, CLEAN UP, & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment (unless prior arrangements are made with the Parks & Recreation Staff). The renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. It is the applicant's responsibility to inspect the area upon arrival and immediately report any problems. The renter will be held responsible and billed for any clean-up, losses, or damages. The Village of Mount Pleasant is not responsible for any equipment or other items left. Removal of village property from the facility is prohibited.

SMOKING AND ALCOHOLIC BEVERAGE POLICY: Smoking is prohibited inside the building at all times. Alcoholic beverages are prohibited unless a alcohol permit is obtained.

AMPLIFIED MUSIC: The use of speakers, large or small, to amplify music is strictly prohibited unless approved by Parks & Recreation Staff in advance. Boom box/MP3 docking stations are permitted as long as the noise is kept to a minimum.

SALES: No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance, in the amount of \$1 million naming the Village of Mount Pleasant as an additional insured, prior to the scheduled event.



Mount Pleasant Park and Recreation Parks & Recreation Building Application

Applicant Information

Applicant Name:		Organization (if applicable):		
Applicant Address:				
City:	State:	Zip:		
Phone:		Email:		
Date(s) Requested:		Arrival Time:		Departure Time:
Type of use:			Approximate number of people attending:	

Community Room Fees

Resident				
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Damage/Security Deposit: \$75				

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Damage/Security Deposit: \$75				

Rental Add-Ons, Licenses, & Permits

<input type="checkbox"/> Alcohol Permit (\$15)	<input type="checkbox"/> Cabaret License (\$50)
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Facility Rental Categories - Choose a category that applies to your group

<input type="checkbox"/> Group I	Local neighborhood associations, senior enrichment, local neighborhood centers and other volunteer-based local community groups which are not engaged in for-profit or fundraising activities. Local Group I organizations are able to use the community room free of charge once a week (weekday 9am-4pm) for up to 4 hours. If requests go beyond 4 hours, a \$10 per hour fee will apply.
<input type="checkbox"/> Group II	Local non-profit organizations which are service, civic, recreational and/or educational in nature; not engaged in for-profit or fundraising activities
<input type="checkbox"/> Group III	Private individual or group events, such as parties, business meetings; For-profit businesses or organizations; Non-profit organizations, which are other than, service, civic, recreational and/or educational in nature, or non-local non-profit organizations; Non-profit organizations, neighborhood associations, neighborhood centers, other volunteer-based community groups and private individuals who rent the facility to engage in for-profit or fundraising activities.

Verification/Release of Liability

The applicant hereby certifies that all of the information provided above is true and correct to the best of his/her knowledge & understands falsification of information may result in termination of use/permit, revocation of partial or full deposit refund and furthermore could result in denial of future use of Village of Mount Pleasant parks or facilities. Applicant also certifies he/she has read and understands the park and recreation community room rental policies, conditions and guidelines.

The applicant (and/or organization) hereby agrees to hold harmless and indemnify the Village of Mount Pleasant, its department, trustees, officers, agents, and employees in and from claims, actions, and judgements arising from personal injury or property damage caused by or resulting from the use of the facility for which the permit is granted.

Signature of Applicant

Date