

**LUNA PIER HOUSING COMMISSION POLICY  
ON COMMUNITY BUILDING/FACILITIES USE  
BY RESIDENTS AND/OR GENERAL PUBLIC**

**I. GENERAL STATEMENT**

The Luna Pier Housing Commission wishes to consistently maintain policies that encourage the use of the facilities under its control by residents, groups and organizations that have as their objective, the socialization and civic welfare of the Luna Pier community. Buildings and facilities will be available to the public; however Luna Pier Housing Commission resident activities will receive priority. The rules and regulations herein are designed to provide for use of the Commission's facilities with necessary restrictions to insure the Commission's federal, state and local ordinances and regulations are met with regard to insurance requirements, health department requirements, monetary and budgetary considerations.

These rules and regulations set forth a priority and usage rate schedule for use of the facilities. The Luna Pier Housing Commission reserves the right to deny use of its facilities for any purpose that is not, in its judgment, consistent with the best interest of the Commission and its residents. Interpretation of these guidelines is at the discretion of the Luna Pier Housing Commission Executive Director.

**II. GENERAL PROCEDURES**

- a) Application for use of the facilities shall be made and filed with the Luna Pier Housing Commission office at least 10 days prior to the date the facilities will be used, unless time does not permit due to emergencies.
- b) Residents requesting to use the facilities must also make application for their own personal use.
- c) Upon approval of the application, the applicant will be notified by phone and/or receipt of the processed application. Receipt of the processed application denotes approval of the rental agreement.
- d) Rental charges or cleaning/damage deposits shall be payable prior to the date of use. Additional custodial charges shall be payable after the fact.

Luna Pier Housing Commission  
Approval Date:  
Resolution No:

Facilities Use Policy

### III. GROUPS ELIGIBLE FOR FACILITIES RESERVATIONS

- a) CLASS I....Any organized group directly connected with the Luna Pier Housing Commission including: tenant organizations, resident councils, individual residents, or other Commission related activities.
- b) CLASS II...Any organized non-profit group or organization within the community that is tenant based, or provides services to residents, or whose purpose is civic, cultural, fraternal or religious in nature, including but not limited to: civil defense, county extension, Lion's Club, Rotary Club, KIWANIS, church groups or other such private groups.
- c) CLASS III..Any private or profit making group whose interests are limited exclusively to the membership of said group, including private celebrations.

Assignments of applicants to an above classification shall be made at the discretion of the Executive Director or his/her designee.

### IV. FACILITIES OPEN TO RESERVATION

Facilities which may be reserved for use are:

Lotus Manor 10885 - Community dining area and kitchen facilities  
(including public restrooms)

Lotus Manor 10887 - Community dining room and kitchen facilities (including public restrooms)

### V. FACILITY RENTAL AND DEPOSIT RATES

	<u>RENTAL</u>	<u>DEPOSIT</u>
Class I	No Charge	No Charge
Class II	No Charge during normal business hours.  \$25.00 outside normal business hours.	\$25.00 non-refundable fee for facility supplies, during normal business hours. Additional \$50.00 deposit outside normal business hours (\$75.00 total).
Class III	\$75.00	\$25.00 non-refundable fee for facility Supplies and \$75.00 deposit.

Luna Pier Housing Commission  
Approval Date:  
Resolution No:

Facilities Use Policy

## **VI. CLEANING/DAMAGE CHARGES**

Facility must be left in substantially the same condition as found. All classes are subject to custodial wages, cleaning or damage charges for above normal wear and tear, which will be assessed by the maintenance department following the facility use. An itemized statement of applicable charges will accompany the deposit or any remaining portion thereof following assessment of the facility. If custodial wages, cleaning costs or damages exceed any applicable deposit, the responsible individual will be requested to remit the difference to the commission within 30 days.

## **VII. PARKING**

Parking in lots is specifically reserved for residents of Luna Pier Housing Commission. Limited parking is available in the visitor section.

## **VIII. GENERAL GUIDELINES**

- A. Facility use is not to exceed five (5) hours from start to finish unless previously negotiated. Rental charges will be increased if use exceeds the five hours.
- B. Food is to be served only in dining areas.
- C. All reservations are subject to availability of facility and custodial service. Costs for custodial overtime service shall be established by current wage rates.
- D. Luna Pier Housing Commission reserves the right to refuse any groups the use of Commission facilities, revise fee rates without notice, or to cancel or revise provisions at its discretion. All items not specifically mentioned in the proceeding passages shall be subject to interpretation by the Luna Pier Housing Commission.
- E. The Commission reserves the right to waive facility rental and deposit rates under special circumstances, which will be made at the discretion of the Executive Director. These circumstances may include, but not be limited to: use by the City of Luna Pier, special school functions or other community or educational functions.

Luna Pier Housing Commission  
Approval Date:  
Resolution No:

Facilities Use Policy

## **IX. SPECIFIC GUIDELINES AND RESTRICTIONS**

- A. Residents and organizations shall provide a sufficient number of competent adults to assume responsibility for control of the activity. Compensation may be required to cover the Commission's cost to supervise, transfer equipment or set up equipment, tables, chairs, etc.
- B. Smoking is prohibited except in designated areas.
- C. No alcoholic beverages are permitted in Luna Pier Housing Commission facilities at any time.
- D. Decorations or use of materials on floors, walls, ceilings, light fixtures or other areas is prohibited without specific approval of the materials by the Commission personnel including consideration of fire retardancy.
- E. The Commission shall have full and free access to the facilities at all times.
- F. No facility use shall be allowed after 10 p.m. without special approval.
- G. Rental contracts are not transferable.
- H. Renters of the facilities shall assume all liabilities for damages which may occur in or about any Commission facility while said persons are using the facility.
- I. Programs interfering with regular Commission resident activities shall be avoided.
- J. Facilities are not available to groups to hold religious services, partisan political meetings or meetings of a similar nature unless approved by the Commission.
- K. Violations of these rules and regulations will prevent subsequent granting of use of the Commission's facilities.

**LUNA PIER HOUSING COMMISSION**  
**10885 ELLEN ST.**  
**LUNA PIER, MICHIGAN 48157**  
**TELEPHONE: (734) 848-2355**  
**FAX: (734) 848-4195**

1. (I, WE) REQUEST THE USE OF THE \_\_\_\_\_  
(building or facility)
2. DATE OF RESERVATION: \_\_\_\_\_  
  
Hours requested: Time in \_\_\_\_\_ Time out \_\_\_\_\_
3. WHAT EQUIPMENT OR ARRANGEMENTS DO YOU NEED-(tables, chairs, sound, etc.)  
\_\_\_\_\_
4. HOW MANY DO YOU ANTICIPATE IN ATTENDANCE \_\_\_\_\_
5. WHAT IS THE PURPOSE OF THIS USE OF FACILITY \_\_\_\_\_
6. NAME OF PERSON OR ORGANIZATION MAKING APPLICATION \_\_\_\_\_
7. NAME, ADDRESS, PHONE NUMBER OF THE INDIVIDUAL WHO WILL BE IN CHARGE AND RESPONSIBLE FOR THE USE OF THE FACILITY:  
\_\_\_\_\_

8. CLASSIFICATION    I    II    III (CIRCLE ONE)

RENTAL CHARGE \$ \_\_\_\_\_  
CUSTODIAL FEE \$ \_\_\_\_\_ PER HOUR  
CLEANING/DAMAGE DEPOSIT \$ \_\_\_\_\_ TO BE PAID BY \_\_\_\_\_  
(DATE)

9. I AGREE TO BE RESPONSIBLE TO THE LUNA PIER HOUSING COMMISSION FOR THE USE AND CARE OF THE COMMISSION PROPERTY AND FACILITIES.

I FURTHER AGREE: TO LEAVE THE FACILITIES USED IN SATISFACTORY CONDITION.

THAT THE CHARACTERISTIC OF THE ENTERTAINMENT WILL CONFORM WITH THE REGULATIONS GOVERNING THE USE OF FACILITIES OF THE COMMISSION.

TO FULFILL ANY WRITTEN REGULATIONS STIPULATED BY THE EXECUTIVE DIRECTOR. THAT I HAVE CAREFULLY READ THE PROCEDURES ATTACHED TO THIS APPLICATION.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: SMOKING AND ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN ANY LUNA PIER HOUSING COMMISSION BUILDING OR ON THE GROUNDS.

**FOR AFTER HOURS RENTALS - FOR OFFICE USE ONLY:**

Building keys to be issued on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
To: \_\_\_\_\_ (name of responsible party or designee)

Luna Pier Housing Commission  
Approval Date:  
Resolution No:

Facilities Use Policy

Building keys to be returned by \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. **Staff initials** \_\_\_\_\_

Luna Pier Housing Commission  
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Facilities Use Policy