Whether for business, leisure, formal, informal, social or educational we have the space you’re looking for. Our rooms can accommodate 2 to 200 and can be set in a multitude of arrangements.

26000 Evergreen Rd. Southfield, MI 48076

(248) 796-4620 ....... Main
(248) 796-4607 ....... Direct
(248) 796-4605 ....... Fax

We Create Community through People, Parks and Programs
Lower Level Dance Room - 1,300/sq/ft

Room Hours:
Weekday after 5:00pm - Weekend - 8:00am—10:00pm

$15.00 per hour Weekday & $25.00 per hour Weekend
Can hold 20 people in an open floor placement only.

Conference Room 111 - 322/sq/ft

Room Hours:
Weekday or Weekend - 8:00am—10:00pm

$22.50 per hour Weekday & $32.50 per hour Weekend
Can hold 12 people in a conference style placement only.
Mounted movie screen, blackboard and cushioned chairs.

No deposit required with this room, but full payment at time of booking required.

Conference table cannot be removed
**Single (small) Meeting Room**  (14.5’ x 28.5’) - 414/sq/ft

**Room Hours:**
*Weekday after 5:00pm - Weekend—8:00am—11:00pm*

$50.00  Refundable deposit

Refund is contingent on the condition of the room left and if your rental ends on time.

$30.00 per hour Weekday & $40.00 per hour Weekend

Six, 6’ tables and 36 metal molded chairs are standard equipment for this room.

Open sink and counter, mounted movie screen & Blackboard available.

---

**Lecture style can hold—36 people**

**Banquet style can hold—34 people**

**Conference style can hold —16 people**
**Double (medium) Meeting Room**  
(30’ x 28’) - 840/sq/ft

**Room Hours:**  
*Weekday & Weekend*—*8:00am—11:00pm*

**$100.00**  
Refundable deposit

Refund is contingent on the condition of the room left and if your rental ends on time.

**$60.00 per hour Weekday & $70.00 per hour Weekend**

Four, 12’ tables and 48 metal folding chairs are standard equipment for this room.

No Kitchen or open sink available.

---

**Lecture style can hold—48 people**

**Classroom Style can hold—36 people**

**Conference style can hold —24 people**

**Banquet style can hold—48 people**
**Triple Meeting Room**  
(44’ x 28.5’)  
- 1.254/sq/ft

**Room Hours:**  
*Weekday & Weekend—8:00am—11:00pm*

$150.00  
Refundable deposit

Refund is contingent on the condition of the room left and if your rental ends on time.

$110.00 per hour Weekday & $120.00 per hour Weekend

Six, 12’ tables and 72 metal folding chairs are standard equipment for this room.

No Kitchen or open sink available.

- **Lecture style can hold—72 people**
- **Banquet style can hold—72 people**
- **Conference style can hold—36 people**
- **Classroom Style can hold—54 people**

![Diagram of room layout]

Southfield  
the center of it all™
Large (Multipurpose) Meeting Room

Room Hours:
Weekday & Weekend—8:00am—11:00pm

$250.00  Refundable deposit

Refund is contingent on the condition of the room left and if your rental ends on time.

— Rentals of 1–4 hours
$150.00 per hour Weekday & $160.00 per hour Weekend

— Rentals of 5 hours or more
$125.00 per hour Weekday & $135.00 per hour Weekend

Twenty-four, 8’ tables and 192 metal folding chairs are standard equipment for this room.

No Kitchen, but you can have access to an open sink and fridge-freezer for an additional $5.00 per hour.

Classroom style can hold—96 people

Lecture style can hold—225 people
**Large (Multipurpose) Meeting Room**  
(47' x 61') - 2,867/sq/ft

**Room Hours:**  
Weekday & Weekend—8:00am—11:00pm

$250.00  
Refundable deposit

- Rentals of 1—4 hours  
$150.00 per hour Weekday & $160.00 per hour Weekend

- Rentals of 5 hours or more  
$125.00 per hour Weekday & $135.00 per hour Weekend

Twenty-four, 8’ tables and 192 metal folding chairs are standard equipment for this room.

*No Kitchen, but you can have access to an open sink and fridge-freezer for an additional $5.00/ per hour*

---

Round Tables Banquet style can hold—120 people  
8’ Tables Banquet style can hold—192 people
**Rental Fees in Review**

You, the applicant, wishing to rent the facility belonging to the City of Southfield, Parks & Recreation Department, will therefore, be made aware of considerations of the following conditions:

- **No checks** allowed for deposit or payment on Rentals - **Cash or Credit Card Only.**
- All Cash payments will be refunded by City checks only.
  - (If by credit card, you will receive a charge credit only.)
- All reservations are made on a first come/first serve basis when application with deposit/payment are submitted and approved.
- All rooms may be rented 24 hours a day.
  - *(certain hours (before 8am and after 11pm) are subjected to additional fees.)*
- Additional rules are listed.

All balances **MUST BE** paid in **FULL** 1 week prior to your date. Non-deposit rooms are paid in **FULL** at time of BOOKING.

---

### Lower Level Dance Room (1,300 sq. ft.)
- **No deposit**
- **$15.00 per hr. — Mon- Thur**
- **$25.00 per hr. — Fri- Sun**
- Open Floor/No Setup

### Conference Room #111 (322 sq. ft.)
- **No deposit**
- **$22.50 per hr. — Mon—Thur**
- **$32.50 per hr. — Fri—Sun**
- 12 people Conference Style
- No Kitchen

### Small (single) Meeting Room (414 sq. ft.)
- **$50 deposit**
- **$30.00 per hr. — Mon—Thur**
- **$40.00 per hr. — Fri—Sun**
- 18 people Conference Style
- 36 people Banquet Style
- 36 people Lecture Style
- 18 people Classroom Style

### Medium (double) Meeting Room (840 sq. ft.)
- **$100 deposit**
- **$60.00 per hr. — Mon—Thur**
- **$70.00 per hr. — Fri—Sun**
- 24 people Conference Style
- 48 people Banquet Style
- 48 people Lecture Style
- 24 people Classroom Style

### Triple Meeting Room (1,254 sq. ft.)
- **$150 deposit**
- **$110.00 per hr. — Mon—Thur**
- **$120.00 per hr. — Fri—Sun**
- 36 people Conference Style
- 72 people Banquet Style
- 72 people Lecture Style
- 36 people Classroom Style

### Large (multipurpose) Meeting Room (2,867 sq. ft.)
- **$250 deposit**
- 4 hour or less
  - **$150.00 per hr. — Mon—Thur**
  - **$160.00 per hr. — Fri—Sun**
  - **$125.00 per hr. — Mon—Thur**
  - **$135.00 per hr. — Fri—Sun**
- 5 hours or more
  - 40 people Conference Style
  - 192 people Banquet Style
  - 225 people Lecture Style
  - 96 people Classroom Style
- Sink & Fridge/Freezer

* Refund is contingent on the condition of the room left and if your rental ends on time.

---

### Before & After Hours Fee

Renter will be required to pay a Facilities fee of $125.00 per hr. + 1 hr. ($250.00 total) for times before 8:00am and after 11:00pm.
Applicant/Renter understands and agrees that their initial deposit will be forfeited if applicant/renter cancels the City of Southfield, Parks & Recreation Department Agreement without one week (7) days prior notification of said function/event.

All cancellations are to be submitted in writing stating: the name of renter, date of rental, the current date of your letter, and the basic reason of your cancellation. E-mail to jrahn@cityofsouthfield.com or bring into the Parks and Recreation Front Desk from 8:00am-7:00pm, M-F.

Applicant/Renter understands and agrees that the rental rooms have specific rental times depending on the times you choose. This will not include move in (setup) times. Event ends on your time indicate and reasonable time is allotted for departure and any delays will be deducted from your deposit.

Applicant/Renter understands that the rental rooms are available only until 10:00 p.m. (Building is closed and locked by 11:00 p.m.). Applicant/Renter understands that only the room is rented, not the front doors, lobby area or the hall out side of rooms.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to require sufficient time to process applications and may limit the frequency of use of the facility or property. City of Southfield, Parks & Recreation Department has the final decision on the use of any facility.

Applicant/Renter understands and agrees not to permit the use of any or parts of the facility and/or property to any other person, group or corporation without the written approval of the City of Southfield, Parks & Recreation Department. Applicant/Renter understands that the facilities and/or property cannot be sublet without written approval from the City of Southfield, Parks & Recreation Department.

Applicant/Renter understands and agrees that all entertainment must be approved by the City of Southfield, Parks & Recreation Department.

Applicant/Renter understands and agrees to abide by the following fire regulations:
(a.) The use of open flames (such as candles, grills, canned gas, etc.) are prohibited.
(b.) All EXIT(S), EXIT CORRIDORS, and Pathways must be free at all times of obstructions.
(c.) Maximum capacity numbers in the facility must be observed. No more than fourteen (14) chairs may be placed in any row without an aisle of at least 44 inches.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department is not responsible or liable for any lost, stolen, or damaged equipment and/or supplies. Applicant/Renter also agrees to provide any necessary security and protection, City of Southfield, Parks & Recreation Department will not be responsible for any loss of monies incurred by applicant/renter.

Applicant/Renter agrees to maintain the facility floors in a safe and clean manner. Applicant/Renter agrees to pick-up all trash and decorations from room and place in trash receptacles at the end of function/event. Failure to remove trash and decorations will result in a deduction of deposit.

Applicant/Renter agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event. Applicant/Renter accepts responsibility for assuring the following:
(a.) Orderly behavior
(b.) Financial responsibility for any damages due to use of the facilities.
(c.) Responsibility to follow directives of staff/personnel.
(d.) Their program is of a nature suitable for presentation in a public building.
(e.) The activity is lawful and in conformity with regulations of FEDERAL and STATE laws and the City of Southfield, Parks & Recreation Department.
You and your group will not remove, change, rearrange, or revise anything in or on the facilities without specific approval from the City of Southfield, Parks & Recreation Department.

Groups comprised of individuals 17 years old and younger will be required to have at least two (2) adults for every twelve (12) young adults.

Applicant/Renter understands and agrees that if at any time the City of Southfield, Parks & Recreation Department determines that the activities pose a danger to persons or property, the City of Southfield, Parks & Recreation Department shall have the right to close down all or parts of the facility or function/event covered by this agreement. The decision of when or if to reopen the facility or function/event belongs to the City of Southfield, Parks & Recreation Department. Applicant/Renter agrees that the City of Southfield, Parks & Recreation Department shall not be responsible for any loss of profits or damages if the City of Southfield, Parks & Recreation Department has to take such action and will hold the City of Southfield, Parks & Recreation Department harmless.

Applicant/Renter understands that the use/sale of all cigarettes, alcoholic beverage or drugs is prohibited.

Applicant/Renter agrees that the room may not be used for gambling, raffles or lotteries of any kind.

Applicant/Renter understands and agrees that no admission charge or donation collections are permitted without prior consent of the City of Southfield, Parks & Recreation Department.

Applicant/Renter agrees the City of Southfield, Parks & Recreation Department telephone numbers are not to be placed on any advertising or publications.

Applicant/Renter must provide any necessary telephone service. City of Southfield, Parks & Recreation Department telephones are not available for public use.

Applicant/Renter further understands that the Parks and Recreation Building is WI-FI accessible, but some location may be limited/weak signal or may not receive WI-FI at all.

Applicant/Renter further understands that equipment is available for rental in connection with any activity. The specific costs are defined in this contract.

Applicant/Renter will assist the City of Southfield, Parks & Recreation Department in enforcing the NO SMOKING INSIDE THE BUILDING/PAVILION policy. Failure to comply with this regulation will cause the said function/event to be closed immediately.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to nullify any/all APPLICATIONS and AGREEMENTS within a seven (7) day grace period of function/event to generate space for City functions. Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department will be held harmless for any loss of profits or expenditure that may originate due to cancellation.

Applicant/Renter understands and agrees that by submitting your deposit and application, you are acknowledging that you have read and fully understand all the rules and regulations set forth by the City of Southfield in this packet. Applicant/Renter understands and agrees that to the best of their ability these rules and regulations will be followed and carried out completely.

Applicant/Renter understands and agrees that the City of Southfield, Parks & Recreation Department reserves the right to limit religious organizations to one meeting date per month.
Equipment Pricing

- **60" or 72" ROUND TABLE**: $18.00 each
- **COVERED/SKIRTED TABLES**: $35.00 each
- **PODIUM/MIC** *(this cost varies with rental company)*: $85.00/day
- **PODIUM**: $35.00/day
- **TV/VCR**: $150.00/day
- **MOVIE SCREEN**: $25.00/day
- **BLACKBOARD/FLIP CHART**: $25.00/day
- **COFFEE URNS**: $16.00/day
- **WATER PITCHER**: $1.25 each
- **STAGE SECTION**: $80.00/event
- **SOUND SYSTEM** *(mixing board 2 - speakers 1 - microphone)*: $350.00/day
- **PIANO** *(Upright)*: $150.00/event
- **PIANO** *(Baby Grand)*: $450.00/event *(renter is responsible for tuning)*
- **COAT RACKS**: $25.00 each

Directions

Southfield Parks and Recreation Building:
Enter the city complex by using the North municipal entrance off of Evergreen Road (closer to 11 Mile/I-696), follow the drive past the new Library and head towards the “T”. Make a right and the building is on your left. Parks and Recreation is listed on the front of the building.
Southfield Parks and Recreation Facility Survey

Please take the time to complete this survey to help us better serve you.

Indicate facility rented: (please check one)

___Southfield Pavilion   ___John Grace Community Center
___Parks and Recreation Building   ___Burgh Historical Park
___Park Shelters____________________ (which park?)   ___Southfield Sports Arena Pool
___Beech Woods Recreation Center   ___Other_________________________

Date of rental: ________________________ Time of rental: _______________________________

Are you a Southfield resident?     Yes      No     If no, what is your zip code? ___________________

Have you rented a facility from Southfield Parks and Recreation in the past? (Please circle one)   Yes      No

Did you look at other facilities before choosing this facility?   Yes      No     What made you decide on having your event here?

_____________________________________________________________

What was your reason(s) for renting the facility? (Please check all that apply)

___To conduct a business meeting   ___To provide a Trade Show
___To bring family together   ___To hold a sporting event
___To celebrate an event (birthday, graduation, wedding, etc.)   ___To offer an educational event
___To socialize with fellow work employees/families   ___Other_________________________

Please respond to the following statements using the key below:

5 – strongly agree   4 –agree   3 – neutral   2 – disagree   1 – strongly disagree

(Please circle one for each statement)

<table>
<thead>
<tr>
<th>Statement</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the reservation handled in a friendly &amp; courteous manner.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was the facility clean and neat looking upon our group’s arrival.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was the rental fee for the facility reasonable.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Were all of your requirements followed.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was staff present and available to our group.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was your group satisfied with the facility.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Would you rent a facility again for a future event.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Did your group feel safe and secure in the facility.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was parking convenient and easy.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Please give any general comments/suggestions about your experience.______________________________

_____________________________________________________________

(Use the back for additional space if needed)

How did you hear about renting Southfield’s facilities? (Please check all that apply)

___Newspaper_____________________ (which one?)   ___Southfield Living Activities Guide
___Southfield Website   ___Word of Mouth (family, friends, neighbors)
___Flyers   ___Cable TV
___Radio Station_____________________ (which one?)   ___Other_________________________

Thank you for filling out this survey!
Southfield Parks and Recreation
Room Rental Application
26000 Evergreen Road, Southfield, MI 48076

Contact Information:

Name of Company or Organization: (if applies)

Name of Contact:

Name of setup person:

If signage required, list wording to be used

Mailing & Billing Information:

Mailing Address:  

City:  

State  

Zip:  

Telephone #:  

E-mail:

Rental Information:

Date Choice:  

1st  

2nd  

Set-up Time:  

Start Time:  

Ending Time:  

(Rent refund is contingent on the condition of the room upon your departure & if rental ends on time.)

Recurring Dates:

Start date:  

Ending Date:  

Daily:  

Weekly:  

Monthly:  

Yearly:  

Number of Guests:  

Setup Information:

Check your appropriate box for the standard room set-up. Or offer your custom design on the following page.

- Lecture Style
- Banquet Style
- Classroom Style
- Conference Style
**Floor Design**

Use this page to create your own custom seating arrangement. We will try to make every effort to follow your design so long as it fits within the guidelines and regulations of City Code.

Special Notes:

________________________
________________________
________________________
________________________
________________________
________________________
________________________
________________________

________________________