

ROYAL OAK WOMAN'S CLUB
404 S. Pleasant Street
Royal Oak, MI 48067
January 2018

HOUSE AND RENTAL RULES

All persons or organizations renting the Clubhouse must specifically state the purpose of the rental, number of people attending and arrival and departure time. Departure will be no later than 12:00 Midnight. **ALL** Clubhouse uses require a signed contract, proof of insurance through a copy of the Homeowners/Corporate Insurance Policy or a separate policy which provides liability coverage for the Lessee's event, and damage security deposit.

1. Rental Fees are as follows:

Rentals are subject to a minimum of:

		Member	Non-Member
Weekdays (Monday-Thursday)	2 Hours	\$140.00	\$210.00
Weekends (Fri., Sat., & Sun.)	3 Hours	\$205.00	\$310.00

(Custodial Fee Included in above Rental Fee)

Rental rates:

Hourly Rate Over Minimum Time Used	\$50.00	\$85.00
Day Rate Only (8 Hours, i.e. 9 a.m. to 5 p.m.)		\$500.00
Use of Dishes and Flatware		\$75.00
Damage Security Deposit	\$100.00	\$100.00
Lost or Non-return of key charge	\$10.00	\$10.00
Custodial Fee	\$40 Mon-Th./\$55 Fri., Sat., Sun. & holidays	

*Rates are subject to change.

Cancellations:

The lessee, in the event of cancellation at any time, will forfeit part of the rental fee after signing the agreement unless:

- A. The Club is re-rented for the date in question.
 - B. If extenuating circumstances force the cancellation and the Rental Committee and/or ROWC Board of Directors agree that the rental fee should be refunded.
2. To comply with the Fire Ordinance, the Auditorium will accommodate 75 people comfortably and is limited to 100 people. The downstairs dining area will accommodate 60 people comfortably but we can seat up to 70 people. Use of both floors is limited to **150 people** only.
3. **NO** fires in either fireplace, as chimneys have been sealed. No candles are to be lighted.

ROWC HOUSE AND RENTAL RULES

4. **NO** food or beverages shall be served in the first floor Auditorium. (Members may on the approval of the ROWC Board of Directors.)
5. Children shall not be allowed to roam about the building or use the elevator without adult supervision.
6. No tacks or nails shall be driven into furniture, walls, or floors; or the building defaced in any manner, interior or exterior.
7. No confetti, rice, popcorn, etc. shall be used in the Clubhouse.
8. Any damage incurred or any missing item shall be the sole responsibility of the Renter.
9. Club Groups and/or Renters shall provide the necessary dishcloths, towels and sponges.
10. All cooking utensils, pots, pans and coffee makers must be thoroughly cleaned and put away. Empty refrigerator. The Club shall provide the necessary cleaning supplies. *All dishes are rented at additional cost*; when rented, must be rinsed and stacked at the sink. **Cost is \$75 to rent dishes**
11. Containers in the alley must be used for all discards, garbage, paper products including bottles and cans in plastic garbage bags, which shall be provided by the Club. **Please do NOT put garbage in the church's dumpster.**
12. ***The Clubhouse must be left the way you found it.*** Windows must be closed and locked. Ovens, stoves, and kitchen fan must be turned off. Water and lights must be turned off.
13. Thermostat in Auditorium: In the **winter** turn down to **62 degrees**; in the **summer** turn up to **78 degrees** when leaving.
14. **Do not** touch Thermostat in Dining Room or in Back Lobby.
15. **Make sure all entrance doors are locked.**
16. The Club reserves the right to discontinue on the spot any function which is not in compliance with these rules.
17. All Renters (Members included) are required to sign our rental agreement.
18. Parking is available on the street and the adjacent parking lot but **not** guaranteed; the adjacent parking lot is not owned by ROWC. You will be notified by rental chair if the church lot can NOT be used.
19. Any suggestions or complaints should be presented to the Rental Chairman in writing.
20. **Renters must furnish their own cell phone for emergencies; no phone is available in building.**
21. Complaints or problems, which require an immediate answer, may be referred to the Rental Chair, Club Representative, or Custodian, listed below.

The Royal Oak Woman's Club is a **SMOKE-FREE ENVIRONMENT.**

Michele Baltrusaitis	Rental Chairman	248-541-1126
Joe Boledovich	Custodian	248-619-6279
Diania Barber	Alternate Club Representative	248-672-5863