

Affirmations

Rental Procedures & Guidelines



Affirmations

People Building Community

290 W. 9 Mile Rd. | Ferndale, MI | (248) 398-7105

Room Rental Policies and Procedures

Facility Use & Rental

Affirmations welcome the opportunity to provide meeting space for outside groups and organizations. Our rooms vary in size from 2-3 person consultation rooms to our 100+ community room. While our first commitment is to our own programs and services; any additional space remaining is available for rent. We already have a number of groups signed up to use space on a monthly, weekly and even more frequent basis. To check on the availability of space, please ask for the Facility Manger.

Rates

Our rates were created with an eye toward affordability, allowing access to as many people as possible. Please see our Room Rental Chart for a complete list of rates. All rates are calculated as a minimum 2-hour rental with discounts for nonprofit organizations and members. Please feel free to contact the Facility Manager with questions or concerns about rental fees.

Amenities

Most all of the rooms come equipped with tables, chairs, dry erase boards and supplies, conference call capability and video screen or wall for projection. Most rooms will come pre-set with chairs positioned in a circular arrangement, but alternative setups can be requested.

Room Rental Procedure

1. Complete attached rental application and email it to Mark McMillan, Facility & Volunteer Manager, at MMcMillan@goaffirmations.org or fax to 248-541-1943.
2. Affirmations will respond within 3-5 business days as to the availability of the space along with the amount of rental usage fee. The response will also include for confirmation purposes; the room(s), dates, times, equipment needs along with any set up requirements.
3. A non-refundable deposit of 25% of the estimated total amount due is required no later than 30 days prior to your event. Affirmations retains the right to cancel your booking and release the space should the deposit not be received timely. If you are booking a room for a date less than 30 days away, the deposit is due within three days.
4. Any remaining balance will be paid the night of the event before the start of the event and can be paid to the individual at the front desk.

Room Rental Times

There is a 2-hour minimum time requirement for room rentals. After the minimum time requirement, rooms are available in one-hour blocks. Please remember your setup, cleaning and breakdown must be done within the contracted rental time. Depending upon the size and complexity of your meeting or event, please allow sufficient time for completion of the above tasks.



Space at Affirmations is available for rent during the following days and times:

Monday through Saturday: 9:00 am to 9:00 pm

Room Rental Closings:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving (Black Friday)
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

General Room Rental Information:

1. A minimum 30-day reservation is requested as reservations for rental will be made based on availability.
2. Bookings are accepted for recurring events up to 6 months in advance, unless you have a memorandum of understanding or other separate written agreement with the Center.
3. Payment for recurring events will follow the same payment schedule as that of regular event bookings.
4. Meeting rooms are available in one or more standard setups at no additional cost. Customized event setups and/or theatre lighting may be available at additional cost, contingent on availability. Please contact the Chief Administrative Officer for a cost estimate.
5. Audio visual and other equipment is available for rent with your room. Please see Equipment Charges.
6. Depending on the event, organization or individual renting the space may be required to provide proof of general liability insurance. Exemptions to this policy will be reviewed on a case-by-case basis.
7. Affirmations will not assume any responsibility for injury or accidents caused by the activities of event holders, or injury or accidents caused by materials provided by event holders. All renters must follow the Code of Conduct.
8. The front desk is staffed during Center hours only.
9. Rooms must be vacated by the time indicated on the booking sheet. Overtime charges will apply for rooms not vacated by the prearranged time, including extra charges if event participants, caterers, volunteers, etc. remain onsite after the building's regularly scheduled closing time.
10. All event deliveries must be received by event holder during scheduled event time. Deliveries and retrieval of equipment, supplies or materials outside of the scheduled event time must be arranged in advance with the Facilities Manager.
11. Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is required.
12. If advertising your event, prior approval from the Director of Communications is required for use of all Center photos and/or logo.
13. No materials, decorations or paper can be affixed to the walls, furniture, lighting or fixtures in the Center without approval of the Facilities Manager. Inconvenience fee and repair costs including labor and materials will be billed to the event holder.

14. Event holders are fully responsible for any damage to Center property or theft of Center equipment while in their use.

15. Rentals to Political Candidates: Affirmations will rent space that is generally made available to the general public to all candidates for political office on an equal basis. Fees are charged at Affirmations customary and usual for-profit rates. In any such instance, Affirmations is not, and may not be represented to be a host of the event nor an endorser of a candidate. Invitations and announcements for political candidate events taking place at Affirmations shall include this statement: *Affirmations rents space in the community center to the general public and to candidates on an equal basis. Affirmations does not endorse the election of any candidate for political office.*

Payment:

A non-refundable fee of 25% of the total estimated cost of rental is required 30 days before the event if possible. Affirmations retains the right to cancel any booking and release the room if the deposit has not been paid as agreed. Affirmations may pursue all legal remedies if balance owed is not paid as agreed upon.

Method of Payment:

Affirmations accepts payment via American Express, MasterCard, VISA, check or cash.

Equipment Charges: Equipment is available on a first come, first served basis for rent with your room.

Stage - \$25.00

Podium - \$25.00

Stage Lighting - \$50.00

Speaker and sound board - \$50.00

Basic Projector - \$25

(compatible with most laptops & basic DVD players)

Personnel and Other Charges:

Standard Labor \$25.00 per hour

Additional staff (2) for after hours \$80.00 per hour

Cost to use facility after 10:00 pm \$100.00 per half-hour (additional security may also apply)

Event runs over reserved time \$50.00 + hourly rate (meeting rooms)

Event runs over reserved time \$75.00 + hourly rate (Community Room)

***Note: Pricing may change without notice.**

Code of Conduct

The Affirmations Code of Conduct was developed to ensure that everyone at the center is treated with courtesy and respect, in accordance with the organization's vision and mission.

Vision

Affirmations is an evolving community center where all who gather are embraced and are free to be their authentic selves.

Mission

Affirmations provides a welcoming space where people of all sexual orientations, gender identities & expressions, and cultures can find support and unconditional acceptance, and where they can learn, grow, socialize and have fun.

Expectations you can count on:

Considerate and respectful treatment and care.

A clean, safe and welcoming environment.

Participation in services and programs without regard to race, color, sex, gender identity, gender expression, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, political affiliation or source of income.

A fair and efficient process for resolving complaints/grievances

Experienced staff who are easily identifiable and approachable.

Experienced staff who will be responsive to your concerns.

Ground Rules and Responsibilities

To ensure an environment that is safe, nurturing and respectful, Affirmations has established the following ground rules and responsibilities for anyone who visits the center, volunteers or works at the center.

Each individual at Affirmations has the responsibility to behave in a manner that is respectful and courteous and does not disrupt the operations of the center. Organizations that host events at the center are responsible for monitoring and controlling the behavior of those attending their events.

Unacceptable Behavior

The following activities are considered unacceptable behavior at Affirmations and are not tolerated at Affirmations. Individuals engaging in these behaviors while in the center, particularly after being given an initial warning, will be asked to leave for the day or potentially be banned from the building for a specified period of time.

Rude or discourteous behavior

Running in the building

Sexual harassment or inappropriate touching

Smoking, including on the Sky Deck and near front and rear entrances

Sleeping in the Gallery or Cyber Cafe

Sexual solicitation

Unauthorized financial solicitation

Use of profanity or discriminatory language

Photographing or filming for other than personal purposes without permission

Use of radios, CD players, etc. without headphones

Illegal Behavior

To ensure a safe and nurturing environment for all patrons, Affirmations employs a “zero tolerance” for illegal activities. The following illegal, criminal activities will lead to expulsion from the building for an extended period of time and notification of the Ferndale Police Department:

Possession, sale, or use of illegal substances, possession or use of weapons, sexual activities, Theft, Vandalism, Physical violence or threat of physical violence. Any behavior that endangers the safety of any individual or group

Building problems or observance of any activities against our Code of Conduct should be reported the front desk staff. Please see the nearest receptionist to report a problem or ask for a grievance form. Anyone who feels they have been treated unreasonably by Affirmations staff may call Mark McMillan, Facility Manager, at 248-398-7105.

Building Layout



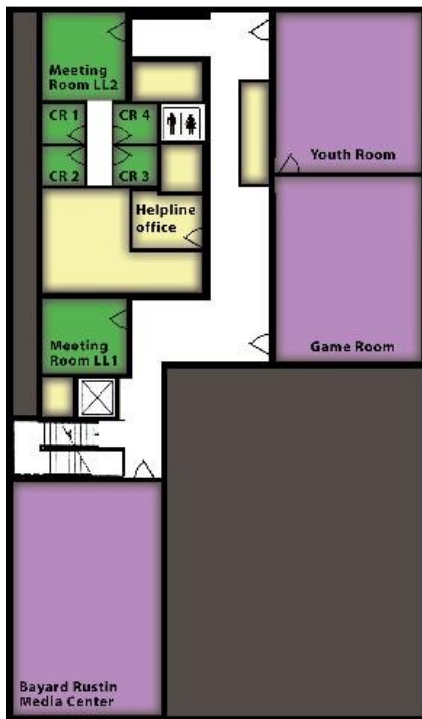
Affirmations

The community center for lesbian, gay, bisexual & transgender people and their allies

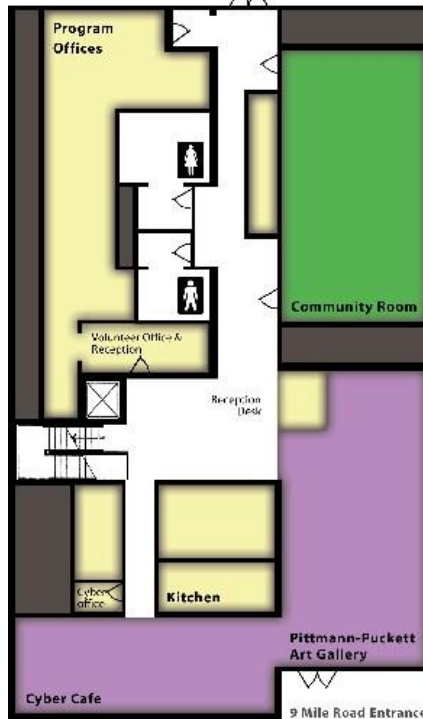
290 West Nine Mile Road, Ferndale, MI 48220
 PH: 248-398-7105 | FAX: 248-541-1943
www.GoAffirmations.org

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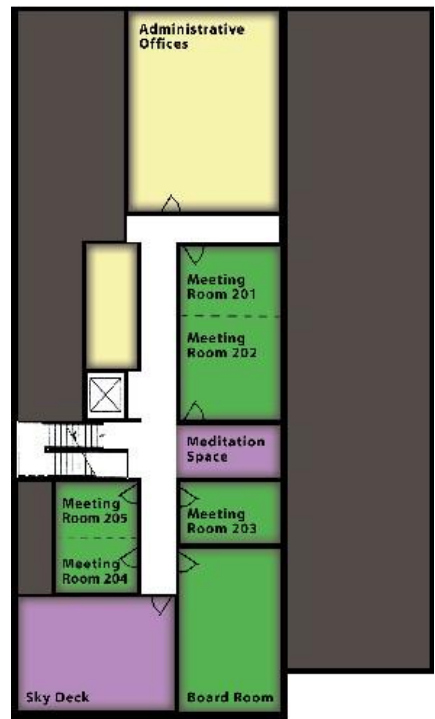
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|---|--|---|----------------------------|
|  | Community Space
Limited availability for rent |  | Elevator |
|  | Meeting Rooms
Rentable Space |  | Bathroom, Men's |
|  | Offices, Storage & Maintenance |  | Bathroom, Women's |
|  | Halls & Traffic Areas |  | Bathroom, Gender Inclusive |



Lower Level



Main Level



Upper Level

Room Rental Rates

Standard

Non Profit Organizations please telephone to discuss rental fees.

Rental Rates - First 2 hours

Room Rental Chart				Rental Rates - First 2 hours				
Room	Abbrev.	Level	Maximum Capacity	Business	Nonprofit	Member	Each additional hour	Setup
Sky Deck – Outside		Upper		\$100	\$85	\$70	\$25	Patio Furniture
Meeting Room - Lower Level 1	LL1	Lower	10	\$40	\$30	\$20	\$15	Circle
Meeting Room - Lower Level 2	LL2	Lower	12	\$50	\$40	\$30	\$20	Circle
Consultation Room 1	CR1	Lower	4	\$30	\$20	\$10	\$10	Circle
Consultation Room 2	CR2	Lower	4	\$30	\$20	\$10	\$10	Circle
Consultation Room 3	CR3	Lower	4	\$30	\$20	\$10	\$10	Circle
Consultation Room 4	CR4	Lower	4	\$30	\$20	\$10	\$10	Circle
Community Room		Main	96	\$225	\$175	\$125	\$75	Varies
Meeting Room 201		Upper	16	\$40	\$30	\$25	\$20	Circle
Meeting Room 202		Upper	32	\$50	\$40	\$30	\$20	Circle
Meeting Room 201-202 Combo		Upper	48	\$100	\$75	\$60	\$25	Circle
Meeting Room 203		Upper	14	\$40	\$30	\$25	\$15	Circle
Meeting Room 204		Upper	10	\$40	\$30	\$25	\$15	Circle
Meeting Room 205		Upper	10	\$40	\$30	\$25	\$15	Circle
Meeting Room 204-205 Combo		Upper	20	\$65	\$50	\$40	\$20	Circle
Board Room		Upper	30	\$100	\$75	\$50	\$25	Circle

Amenities Schedule

Amenities Available	Soundboard, speakers & mic	Easel with pad	Lighting	Phone banking	Stage
Equipment Rental (flat fee)	\$50	\$20	\$50	\$20/hr	\$75

Affirmations' Rental Contract

Name: [Click here to enter text.] Organization: [Click here to enter text.]

Address: [Click here to enter text.]

Telephone Number: [Click here to enter text.]

Please Describe the Event:

[Click here to enter text.]

Please provide us with contact information we may give out to any community member that might reach out to Affirmations pertaining to the event.

[Click here to enter text.]

Please provide us with any information pertaining to set up. IE: Chairs, tables, etc.

[Click here to enter text.]

Deposit is due on and final payment is due the date of the event. Total rental amount agreed upon is.

Signature of Requestor

Date

Printed Name

Signature of Affirmations' Staff

Date

Printed Name