



City of Livonia
Department of Parks and Recreation
Jack E. Kirksey Recreation Center
15100 Hubbard
Livonia, MI. 48154
Phone 734-466-2915 Fax 734-466-2929



FACILITY RENTAL GUIDELINES

Facility Hours

Monday-Friday	5:00 am – 11:00 pm (June – August, close at 10:00 pm)
Saturday	6:00 am – 8:00 pm (June – August, close at 6:00 pm)
Sunday	7:00 am – 5:00 pm

Party Hours (Parties are held on Saturdays and Sundays, only)

Saturday	12:00 pm – 8:00 pm (June – August, close at 6:00 pm)
Sunday	12:00 pm – 5:00 pm

Leisure Pool Hours of Operation:

Monday/Wednesday	7:30 – 9:30 (slide 7:30 – 9:00)
Tuesday, Thursday, Friday	4:30 – 9:30 (slide 4:30 – 9:00)
Saturday	12:00 – 7:30 (June – Aug. 12:00 – 5:30)
Sunday	12:00 – 4:30

Climbing Wall Hours of Operation: (PM only)

Monday – Friday	6:00 – 9:00
Saturday	12:00 – 6:00
Sunday	12:00 – 5:00

Note: This information packet is for rentals that take place, during public open hours after the facility is closed to the public. If you have additional information, please ask front desk

APPLICATION & PAYMENT PROCESS

1. **To reserve a date, you must fill out a Facility Rental Application *and* make a payment.** This is an application, not a contract.
2. **Applications will be handled on a “first pay - first serve” basis.** Certain areas in the facility may not be available for rent due to classes, leagues or other scheduled activities. Payment amount is based on your rental plans. Ask a rental staff member for details.
3. Rentals under \$750.00 require payment in full at time of application. Rentals \$750.00 and over require a deposit of 50% of the total or \$500.00, whichever is greater, at time of application. If parties are booked one year in advance, rental fees may change by Parks and Recreation resolution. Prices will be locked in when your rental is reserved with a deposit. Please make checks payable to the ‘City of Livonia’.
4. Do not send out invitations until you have a confirmation from our rental staff that your application and payment have been processed. This could take up to 3 business days to be processed, in full.
5. The balance for rentals must be paid 2 weeks prior to the event taking place. Your event will be cancelled if the balance is not paid prior to your event. (Checks will not be accepted within 21 days of your event). Cash, Discover, Mastercard, and Visa are accepted.

GENERAL INFORMATION

1. Reservations may be considered up to one year in advance. Recreation staff reserve the right to make any changes necessary due to unforeseen schedule changes.
2. During certain times of the year our facility is decorated for various holidays or special events. These decorations will not be removed or altered in any way for your event. Please speak with a member of our rental staff for further information.
3. There is the possibility of unforeseen events that are beyond the staff's control such as an injury, power outage, inclement weather, child getting sick in the pool etc., that may cause an area to be temporarily shut down. In the event an unfavorable situation does occur, staff will work with you so that the best solution can be found. We appreciate your understanding and cooperation in such cases.
4. We do not guarantee exclusive use of the facility. If two groups are renting non-conflicting areas then both rentals may be scheduled at the same time.
5. All food that is brought into the facility must be prepared prior to arrival. We are not licensed for cooking in this facility. We do have a refrigerator/freezer, food warmer and ice machine for your use. These appliances are located in our service pantry.
6. Caterers must be approved by the Livonia Recreation Dept. and have current Health Dept. license.
7. Please keep in mind that we operate as a Recreation Center, not a banquet hall. Therefore, we do not offer the same type of amenities you would find in a banquet facility. Our primary purpose is to offer a place to play and gather with family and friends in a casual setting. We do provide a limited number of tables and chairs, if desired. Our facility will provide the staff for the pool, climbing wall and basic setup of tables and chairs, as well as, monitoring the areas being used. The recreation center does not provide staff to serve guests, facilitate group activities or for any other entertainment purposes.
8. It is important to discuss and confirm ALL aspects of your rental with the rental staff prior to the day of your event. We require an itinerary at least 14 days before your event. Be sure to notify our rental staff of any changes you may be considering.
9. Alcohol is not allowed in the facility or on the premises.
10. The Livonia Parks and Recreation Department is not responsible for lost, stolen, or damaged personal property within the facility or on the premises. Use of locks is highly recommended.
11. Guests must follow the established House Rules of the Center. Violation of rules may be cause for immediate cancellation without refund and future rentals may not be allowed.
12. Customers of parties that take place during open hours will receive a courtesy call the day before their event. This call can take place anywhere between the hours of 9:00 a.m. and 8:00 p.m.
13. We reserve the right to deny/cancel any rental that conflicts with our mission, values and program offerings or any other reason we deem necessary.
14. Security and/or insurance may be required at the discretion of the City. All costs are the responsibility of the renter.

DAY OF THE EVENT

1. All guests shall check in at the Front Desk. Guests will be escorted/directed to the rental area.
2. Please be firm in informing your guests as to the time of arrival and end of your event. If guests remain in the facility beyond your original rental time, you will be charged extra time for the area(s) of the building being occupied.
3. The host of your event must go over the day's itinerary with our party coordinator\building supervisor upon arrival.
4. We highly suggest the use of locks anytime a locker is being used.
5. All parties are responsible for their guests' behavior. Inappropriate behavior by any guest in any area of the Center will be cause for removal from that area or from the facility, if deemed necessary by staff. There will be no refunds in such cases.

SET UP/CLEAN UP

1. Be sure to plan for set up/decorating time. Set up/clean-up time must be included in your rental time. Decorations should not deface any surfaces or create a safety hazard.
2. If you have any items that need to be refrigerated/frozen such as cake or ice cream, we do have a refrigerator/freezer for temporary storage of such items.
3. We have a limited number of tables and chairs available to handle most parties. Large parties may require additional rental of tables from an outside vendor. Delivery charges will be passed on to the individuals renting the facility. These items may be delivered on a Friday/Saturday and picked up on Monday.
4. We ask that plates, cups, napkins, etc. are thrown into the garbage. Any decorations must be removed including tape, balloons, etc. We appreciate returning the room to its original condition. If a room is deemed messy beyond reason after your party's use, at least \$50.00 will be charged.

REFUND POLICY Please be aware any payment is immediately subject to our refund policy.

The following options are available should your plans change:

A refund will be issued under the following terms:

- a. 180 days or more notification will be charged 25% of the rental fee/deposit.
- b. 30-179 days notification will be charged 50% of the rental fee/deposit.
- c. 0-29 days notification will have no refund of required deposit.

Payments made by credit/debit card will be credited back to that card. A refund check will take 4-6 weeks to process.

Day Pass Fees

(required if using the facility during open hours)

	<u>Livonia Resident</u>	<u>Non-Resident</u>
Tot (3 and Under)	Free*	Free*
Youth (4 – 13)	\$5.00	\$10.00
Teen (14 – 17)	\$7.00	\$14.00
Adult (18 – 61)	\$8.50	\$17.00
Senior (62 – Up)	\$5.00	\$10.00

(Day Pass Fees as of December 1, 2017)

*Tot is free with a paying adult or a responsible person at least 16 years old.

Please be aware that pass rates are strictly based on residency of each individual. If you have a mixed group of residents and non-residents of Livonia they will be charged based on their individual residency.

Day Passes (wrist bands) are good for the current business day as long as they are worn. Once they have been cut or torn off they will not be honored. Only individuals that will be playing, swimming, etc. must purchase a pass. Those just observing will not be given a pass.

An additional charge will apply if an individual wishes to use the climbing wall. A waiver form must be completed and signed by each child's parent/legal guardian to climb. Please speak with a member of staff for more information.

Group climbing wall rentals require a minimum 14 day notice.

HOURLY RENTAL FEES

Pools	Resident	Non-Resident
Lap Pool	\$80.00	\$104.00
Lap Pool Lane	\$10.00	\$14.00
Leisure Pool (includes lifeguards)	\$225.00	\$450.00
Outdoor Splash Pad (seasonal)	\$75.00	\$150.00
(Pool can only be used until 10:30 p.m.)		
Party/Meeting Room		
Single Room (seats up to 24)	\$27.00	\$54.00
Double (seats up to 48)	\$54.00	\$108.00
Triple (seats up to 72)	\$81.00	\$162.00
Multi-Purpose Room (seats up to 60)	\$60.00	\$120.00
The MPR is not used for child related parties/rentals.		
Activity Areas		
Aerobics/Dance Studio	\$75.00	\$150.00
Atrium (Lobby)	\$100.00	\$200.00
Climbing Wall Route	\$35.00	\$70.00
Tree Fort (not rented during normal business hours)	\$60.00	\$120.00
Main Gym Court	\$60.00 (\$120.00)	\$120.00 (\$240.00)
MAC Gym Court	\$50.00 (\$100.00)	\$100.00 (\$200.00)
(After hours gym rentals must pay for both courts)		
Batting Cage*	\$75.00	\$150.00
Outdoor Skate Park	\$45.00	\$90.00
Outdoor Inline Rink	\$45.00	\$90.00
Sand Volleyball Court (each)	\$25.00	\$50.00

ACTIVITY AREA SPECIAL REQUIREMENTS *Items in italics can be rented for private use*

1. The Climbing Wall, MAC Gym, and Skate Park and Outdoor Inline Rink can be reserved exclusively for your party. Wall staff scheduled specifically for your group. Other climbers may be using other routes on the wall during your scheduled climb time.
2. The Pool and Tree Fort cannot be rented exclusively. Other guests may be using these areas at the same time as your group.

TREE FORT

1. Enjoy playing in our Tree Fort with slides, tunnels and interactive features.
2. All participants must wear socks
3. Maximum age range allowed is 10 years

SWIMMING

1. Enjoy swimming in the leisure pool area that includes a 250' spiral slide, lazy river, and zero depth entry pool with spray features.
2. Lined swimsuit required, no street clothes. No t-shirt.
3. Bring your own locks and towels.
4. Children, who are not toilet trained, must wear tight fitting plastic shorts over a swim diaper, under an appropriate bathing suit.
5. A *'swimmer'* is defined as being able to swim across the lap area unassisted and not touching the bottom, including good arm and leg motion. *'Non-swimmers'* must have a parent/guardian within arms' reach at all times, including the beach area. In-water chaperone is required for *non-swimmers*; ratio 1:3 maximum.
6. Street shoes are prohibited on the pool deck.
7. Toys may not be used in the pools.
8. Only lifejackets or floatation devices that are built into the bathing suit are allowed. These items must not be inflatable, and must be Coast Guard approved (check label). The use of these items requires a parent/guardian to be within arms' reach of the youth at all times.
9. When weather permits, there is an outdoor Splash Pad with spray features in the sun (June-August).
10. Individuals must be at least 4' tall to ride the waterslide and enter lazy river. Those under 4' must ride a double tube with some-one age 16 years or older. A child must be able ride in the double tube and reach the handles without support.
11. Food, drinks and gum are not permitted in the pool area. Plastic water bottles only.
12. Everyone must take a soap shower before entering the pool.
13. Youth under age 14 must be supervised by a person 16 years or older, unless the 12-13 year old is a member. Non-swimmers must have a parent/guardian within arms' reach at all times.
14. No running, rough play, climbing on or hanging from the features, foul language, hypoxic training, holding of breath, spitting, pollution of water, hanging on pool dividers/ ropes, and jumping or diving from deck into inner tubes.
15. Diving is only allowed in designated areas of the Lap Pool.
16. Patrons are responsible for recognizing their own limitations and acting in the best interest of their own safety.
17. Personal belongings, gym bags, backpacks, etc. are not permitted in the aquatic area. Please utilize lockers and locks.
18. Lifeguards are responsible for enforcing these and any additional rules, which are necessary for safety and control, of the aquatic area.

ROCK CLIMBING

1. Climb as many times as you can in one hour. Includes equipment.
2. To use the Climbing Wall, a Waiver Form must be signed by a parent/legal guardian of each child 17 and under.
3. Minimum two week notice is required for a Climbing Wall party reservation.
4. Each wall staff person can accommodate up to 8 climbers per hour.

MAC GYM

1. Limited equipment included. (if rented, 1 court reserved for your party)
2. If playing inline hockey everyone must wear a helmet.
3. During certain times of the year the availability of the MAC Gym may be limited.

OUTDOOR SKATE PARK

1. Enjoy skateboarding/inline skating in the outdoor skate park that includes several challenging features like a half-pipe, quarter-pipes, grind rail, fun box, launch ramp, and spines.
2. The skate park is for use by those on in-line skates, skateboards, bikes and scooters. No motorized bikes or scooters allowed.
3. Use of helmets required.

OUTDOOR INLINE SKATE RINK

1. Enjoy playing inline hockey with your friends.
2. Helmets are recommended for your safety.
3. Must provide your own equipment.

Frequently Asked Questions

What exactly does a day pass cover?

A day pass allows an individual to use most of the facility. There are certain areas that are not covered under a day pass, such as, the climbing wall and fitness equipment for those under the age of 16. There is no charge for guests who are not playing or swimming anywhere in the facility.

Does the room come decorated?

The staff does not decorate the room, however, you are welcome to decorate yourself. The staff will provide you with guidelines as to what the facility allows. We do not provide tablecloths. The party rooms have two-4.5'x10' rectangular tables that seat 12. Each individual party room on the first floor has two tables. The Multi-purpose Room holds up to 6 (72") round tables that seat up to 10 each. The Multi-purpose Room is located on the second floor and is not used for kids events.

What exactly is the staff responsible for during the party?

Party staff are responsible for making sure that your party room is set and prepared for your party. They will periodically check to make sure that you have all that you need, or to answer any questions while you are here. However, Party staff do not remain in the room or with your group the duration of your event.

Can I come in early to decorate or setup?

You will only have access to the room during the rental time reserved.

Is there somewhere we can store our belongings before or after the room time?

Items such as gifts, food and decorations may be stored in our Pantry before and/or after your room time. No items can be stored in the party room outside of your reserved time frame as there may be another party in the room while you are at your activities. Wheeled carts are available upon request. These carts are to be shared by all party groups throughout the day. Your cooperation in this matter is appreciated.

What is expected of us as far as clean-up is concerned?

All we ask is that the plates, cups, napkins, etc. are thrown into the garbage. Any decorations must be removed, including tape, etc. We appreciate that care is taken not to dirty the floor and chairs with food, beyond reason. If a room is deemed too messy after your party's use, at least \$50.00 will be charged to the person who's name and address appear on the reservation form.

Do we have to be out of the room at the end of our scheduled room time?

Yes. For every 10 minutes you or any of your guests are occupying your room for any reason after your rental time ends you will be charged a half hour. Please keep in mind that we must enforce this to keep the flow of traffic moving at a steady pace throughout the day. Once you vacate your room staff still need time to clean and reset the room for the next party.

Why can't I pick a particular party room?

Staff do their best to accommodate every party, however, due to certain circumstances, groups may have to be moved from one room to another. Keep in mind that all of the party rooms are next to each other and are all the same size. We cannot guarantee you will have the room you were originally booked in. Staff members reserve the right to move your party to another room at our discretion.

Frequently Asked Pool Questions

1. **Why do I have to take a shower?** It is a state law. If none of the “bathers” took showers before entering the water the chemistry would be thrown off and the chlorine would be wasted on removing sweat, oils, hair spray, dirt, etc. rather than killing viruses and bacteria.
2. **Why can't I wear clothes in the water?** Clothing makes it more difficult to swim. Also if all “bathers” had clothes in the pool, the chemistry of the water would change dramatically and the work value of the disinfectants would decrease.
3. **Why is there a height requirement for your River Run and Water Slide?** The manufacturer determined that shorter children are at risk and may need extra care due to the depth. Generally, the static water line must be beneath the chin of children who are the minimum rider height.
4. **My eyes are burning, is there too much chlorine in the water?** Generally, eye burn is caused by too little chlorine. Ammonia compounds or chloramines are usually the culprit and “shocking” the pool with extra chlorine will burn away the chloramines.
5. **Lifeguards are here to keep a safe environment, why do the parents have to stay with their children?** We subscribe to a proactive philosophy, that is, our job is to prevent emergencies before they happen, not promote an atmosphere that is unsafe and let emergencies occur and then react to them. Besides that, we are responsible for the safety of all guests in our area, not just a selected few.
6. **Why there are so many rules?** The rules are always geared toward the protection of the guests and the cleanliness of the area.
7. **Why can't I stay in the spa and sauna for longer than 10 minutes?** Because of the effects it has on your blood vessels (vasodilatation). This could cause one to pass out and submerge beneath the surface.
8. **Why can't my baby wear a disposable diaper in the water?** Diapers are designed to absorb liquid. Disposable diapers have been known to explode and contaminate pool water.
9. **Can diapers be changed on deck?** No. We have changing stations in each locker room that are specifically designed for this. If the diaper contents were spilled on deck, we would have to close off the area due to a potential bacteria contamination.
10. **Who should use the family locker room?** Children under the age of 9 with opposite gender parents may use the family locker room if accompanied by an adult. People over the age of 9 must use the appropriate locker room.