



Troy Community Center Facility Rental Information

3179 Livernois Rd, Troy, MI 48083

☎ 248.524.3484 📠 248.689.6497 🌐 rec.troymi.gov

Submit a completed reservation form along with your non-refundable deposit (see deposits below) to the Troy Community Center at least two weeks in advance. The reservation will be confirmed via email.

DEPOSITS

Deposits for weekday events: \$30 or \$60 for Rooms 304/305 due at time of reservation

Deposits for weekend events: \$150 or half of rental for Rooms 304/305 due at time of reservation.

Any events booked within 7 days of event date must pay for room rental in full at time of reservation.

FINAL PAYMENTS

Final payments and all changes must be made 5 business days before event date. Payments may be paid online or check must be delivered. If payment is not received on time, a reminder will be sent out and renter will be given 24 hours to make full payment plus an additional \$25 fee. If final payment is not paid within this grace period, reservation will be canceled and no refund will be given.

CANCELLATIONS

A room cancellation must be requested 10 days or more before event date to receive any refund, excluding deposit. No refund will be given if cancellation request is made within 10 days.

ROOM RENTAL DISCOUNTS:

- **Troy Business/Resident:** A 10% discount on the room reservation fee applies to any business located within the Troy city limits or Troy resident applying for a reservation.
- **Non-Profit Troy Group:** Any reservation made by a Troy resident who is the representative for a non-profit tax exempt corporation (must provide a 501 (C) tax exempt certificate) will receive 25% discount (excluding pool rentals). These Troy non-profit groups are permitted to use listed AV equipment at a 25% discount, and must pay full price for services such as direct internet connection, phone line connection, copies and linen.
- **Multiple Reservations:** For every 12 reservations made at one time, a group will earn a free reservation of similar time and duration (AV equipment is not included).
- **Kosch Catering:** Groups that utilize Kosch Catering for food and beverage service are eligible for a 35% discount on the room rental rate. Refer to the Food Policy on the back of this form for qualifying purchases. **See back for details.**

Rates are based per hour during regular business hours

Monday Friday: 8 am–9 pm, Saturday: 8 am–8 pm, Sunday: 9 am–6 pm.

ROOM	SQUARE FEET	ROOM CAPACITY	MONDAY-FRIDAY	SATURDAY & SUNDAY
Indoor Pool	5,000	150	\$326	\$366
Gym (Full)	13,400	300	\$160	\$160
Gym (Half)	6,700	150	\$100	\$100
Dance Studio A or D	2,764	75	\$95	\$95
Dance Studio B or C	1,260	35	\$95	\$95
Arts & Crafts Room	1,143	32	\$70	\$70
Activity Room 503	877	60	\$70	\$95
Activity Room 504	1,161	49	\$70	\$95
Dining Room 402	2,319	125	\$70	\$95
Conference Room 403/404	195	8	\$35	\$35
Meeting Room 301/302	1,120	65	\$70	\$95
Meeting Room 303	1,910	125	\$70	\$95
Banquet Room 304	2,492	150	\$70	\$95
Banquet Room 305	2,564	150	\$70	\$95
Banquet Room 304 & 305	5,056	312	\$105	\$150

A staffing fee of \$30/hour (\$40/hour on holidays) will be assessed for events that require additional personnel at the discretion of management. Minimum of 2 hours after hour rental for pool.



Troy Community Center

Food & Beverage Room Policies

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Audio/ Visual Equipment

Additional equipment such as a TV with DVD player, microphone, CD player and more are available for an additional fee. Troy non-profit groups receive a 25% discount on audio/visual equipment.

- CD Player: \$10
- Easel/Flip Chart: \$15
- Podium: \$15
- TV (32") DVD/VCR: \$20
- Computer Projector: \$50
- Microphone
- Projection Screen: Free
- TV (50") DVD/VCR: \$30
- Copies: \$.25 each
- (Wireless/Lapel): \$15
- Stage (Portable): \$50
- White Board: \$15
- Direct Internet: \$50
- Piano: \$50
- Telephone Line: \$25
- Wireless Internet: Free

Groups that would like to serve food or beverages at their events have the following options:

Kosch Catering 248.608.0690

If a qualifying meal is ordered, the group will receive a 35% discount on the room rental charges (excluding labor) provided that the following conditions are met:

- Qualifying food order of \$300 or more.
- Minimum two hour room rental.
- Food and beverages are ordered from Kosch Catering at 248.608.0690. Alcoholic beverage service is provided through Kosch Catering only.

Order from another caterer or carry in food prepared from home, store, or restaurant: (Sunday–Friday Only):

- The following charges and conditions will apply:
- Cleaning Fee: \$50 (\$100 if renting rooms 304 and 305).
- Service Fee (per person): \$.75 for breakfast, \$1 for lunch, \$2 for dinner.
- Service Fee is charged for continental breakfast.
- Caterer or group will NOT have access to the kitchen area.
- The food being served is only available to members of the group and cannot be served to the public.

Additional Information:

- Non-profit resident tax exempt (501c) organizations are permitted to carry in food prepared from home with incurring the cleaning fee.
- The kitchen is NOT available for use by any group except by Kosch Catering who may use it in the process of staging their meal.
- Kosch Catering is the preferred caterer and has exclusivity of events taking place on Saturdays.
- Kosch Catering requires a ten day notice for any catering or alcohol reservations.

Linen Service:

Cloth table linens and napkins are available through Kosch Catering for events that they cater. For other events, the Community Center has the following available for rent. Please call for pricing.

- White Oval Table Linen (90"x90")
- White Rectangular Table Linen (120"x52")

Additional Room Rental Information:

- Projection screens, chairs and tables are part of the room rental fee.
- Wireless and lapel microphones are available for a charge.
- Wireless internet access is available throughout the facility for no charge.
- No red or orange drinks are permitted.
- No fire, flames, candles, or smoke makers are allowed in any rooms.
- No selling merchandise or direct profit made during your reservation.

Security Deposit Policy:

Any group having food or drinks in room 303, 304, 305, or 402 will be charged a \$250 security deposit fee. If renting rooms 304 and 305, the security deposit will be \$350. **The security deposit will be refunded within one week of the rental only if: 1). The rooms are returned to their original condition 2). The rooms are clean 3). Your group leaves at the end of the agreed upon rental time.** If the rooms are not returned to their original condition, the cost of damages will be deducted from the security deposit. If the damages are in excess of the security deposit, the renters are liable for the full cost. Deposits must be made my credit card. Excessive damage may result in loss of rental privileges.

Contact the Troy Community Center Event Planner for more information:

James Haggarty | 248.524.3484