

ROBIN HILLS FARM FACILITY USE APPLICATION

Robin Hills Farm's facilities and meeting areas are designed primarily to meet the needs of the organization. Limited use by third-party organizations is permitted.

This policy outlines the rules and regulations under which Robin Hills Farm shall make its facilities and equipment available for use by third parties. Any questions about this policy should be referred to RHF's Venue Coordinator (contact@robinhillsfarm.com).

It is the policy of Robin Hills Farm to permit responsible individuals or organizations to use its facilities.

All groups using RHF's facilities are required to designate an individual, 21 years of age or older who will be responsible for the conduct of the group. This designated group leader must meet with a representative of Robin Hills Farm prior to the scheduled use of the facility to review this agreement, rules and regulations and be oriented regarding the facility and/or equipment to be used.

Robin Hills Farm requires a minimum ratio of adult supervisors as follows:

- 1 adult to 8 children, age 48 months to 60 months, no more than 16 per group.
- 1 adult to 12 children, age 60 months to 72 months, no more than 24 per group.
- 1 adult to 12 children, age 72 months to 108 months, no more than 24 per group.
- 1 adult to 15 children, age 108 months to 144 months, no more than 24 per group.
- 1 adult to 15 children, age 12 to 15 years of age, no more than 25 per group.
- 1 adult to 20 youth, age 15 to 20 years of age, no more than 30 per group.

This ratio may be achieved using additional qualified volunteers of the group. The adults provided by the group are responsible for supervising all children within the group during the event at all times including when they are in the rest rooms, and throughout the rest of the facility and grounds.

Facility Use Guidelines

The following rules apply with respect to the use of facilities:

- A completed application must be submitted to the Venue Coordinator (contact@robinhillsfarm.com).
- The application requests information about the nature of the group and event, the name and contact information of the responsible party, and the dates, times and space required for the function.
- Community organizations may apply to use RHF's facilities for a fee, subject to availability. Proposed uses of the facilities that are deemed to conflict with the mission and purposes of Robin Hills Farm will be declined.
- Applicants are responsible for the decorum of invitees, including spectators.
- Applicants must be present throughout the time the facilities are being used.
- No smoking is permitted in any of RHF's buildings or grounds.
- Alcoholic beverages are not to be brought onto RHF's premises. RHF is an MLCC Licensee and alcoholic beverages must be purchased through Robin Hills Farm. RHF must be notified of any intent to purchase alcoholic beverages prior to the scheduled use of the facility.
- The applicant will adhere to the usage times in the application. RHF Staff will not be present or available to open the building before the start time of the facility use. Guests who are not helping to clean up will leave no later than the facility use end time. The applicant and any guests who wish to help may stay 30 minutes beyond the facility use end time to clean. The applicant must contact the RHF staff person responsible for their event at the completion of the event. The staff person will tour the premises with the applicant prior to their departure. *Any additional time beyond the stated facility use and clean up time will be charged according to the hourly rate.*
- All cancellations must be in writing in person, via mail or via email to contact@robinhillsfarm.com

Refunds will be issued by check and may take up to 4 weeks for processing.

All refunds are subject to an administrative fee, deducted from the total allowable refund		
Time of Request	**Refund/Credit**	Administrative Fee
46+ days prior to use	100% of fee	10% of original registration or usage fee
30-45 days prior to use	50% of fee	
15-29 days prior to use	25% of fee	
14 days or fewer prior to use	No refund	

General Rules Regarding Facility Use

The following rules regarding general use apply to all groups permitted to use RHF’s facilities.

- A fee is customary for all individuals and organizations using RHF’s facilities to defray actual expenses of heating, lighting and the time required by staff to assist with facility use.
- Equipment and furnishings of Robin Hills Farm shall not be removed, except as approved in advance.
- No open flame including gas or charcoal grills.
- No bounce houses, party tents, trampolines, or large lawn games.
- Applicants using RHF’s facilities are expected to clean up after themselves and leave the space as they found it. Turn off lights, put away chairs/tables, etc., as appropriate. All doors and windows must be closed and locked. **The security deposit and/or additional fees will be used in the event of excessive cleaning or repairs to the building or furniture are needed at the end of the facility use.**
- No tacks, nails, tape or other material that will deface RHF’s property shall be used. Decorations used during an event must be removed immediately following the event.
- Applicant may not play amplified music at any time.
- When minors will be present for events the party using the facility must provide a written plan addressing how children will be supervised. Depending on the information provided and circumstances, additional information may be required by RHF.

The following uses are not permitted:

- Possession or sale of alcohol;
- Advertising, promotion or solicitation unless approved in advance as part of the usage agreement;
- Activities that disrupt the business of RHF.

The safety and wellbeing of participants in an event are the responsibility of the applicant.

Insurance Coverage

The individual or organization applying for RHF facility use shall procure and maintain insurance for claims alleging injuries or losses to persons or property that arise in connection with the activity for which the facility use has been sought. The coverage must be endorsed to protect Robin Hills Farm, its agents, officers, representatives, and employees. A certificate of insurance, evidencing coverage with minimum limits of \$1 Million per claim for general liability must be provided to the business office no later than one week prior to the date of the scheduled use. The coverage must be for the entire duration of the day the facility will be used.

Sponsorship of an event must be clear in any publicity for events held at RHF's facilities. Events not endorsed by Robin Hills Farm may not appear to have the organization's sponsorship or endorsement. Questions about the appropriateness of references to Robin Hills Farm should be directed to the Venue Coordinator.

Robin Hills Farm reserves the right to grant, at its sole discretion, free use of any portion of its facilities to any educational, charitable or governmental agency. Robin Hills Farm reserves the right to change this policy at any time.

Robin Hills Farm reserves the right to restrict the privileges of anyone who violates these policies.

Facility Use Application

Please fill in and review the information below as well as Rules and Regulations and sign. Email this application to the RHF Venue Coordinator (contact@robinhillsfarm.com) and upon receipt the Venue Coordinator will contact you to schedule a time to meet at RHF. During that face-to-face meeting the date will be scheduled but this application is not a guarantee of scheduling. *Robin Hills Farm, 20390 M-52, Chelsea, MI 48118* or scan and send info to contact@robinhillsfarm.com

Facility Use Date _____ Start Time _____ End time _____

Applicant Information:

Name of Applicant (Individual- this is the responsible adult): _____

Name of Organization, if applicable _____

Applicant Address: _____

City: _____ Zip: _____

Telephone: _____ Email: _____

Please detail the purpose of the facility use. Include details regarding activities, presenters, food, drinks, 3rd party vendors/rentals, and RHF grounds needs:

Building(s) or space applied for: _____ Expected Attendance: _____

Do you require tables and chairs? Yes No If yes, how many of each? _____

Will any children or youth be in attendance? Yes No If yes, how many of each? _____

If yes, please provide a written plan addressing how children/youth will be supervised.

Please note that Robin Hills Farm is a MLCC Licensee and must be the sole provider of alcohol and alcohol services on the premises. Guests may not bring their own alcoholic beverages on the premises.

Will you be purchasing alcoholic beverages? Yes No

Catering is also available from our preferred caterers list. Guests may choose to bring their own food, if desired.

Are you interested in choosing from our preferred caterers list? Yes No

Signature

I have read the above information and verify that it is accurate to the best of my knowledge. I agree to the terms and conditions contained in this application.

Applicant

Date

Date of on-site meeting:

RHF signature of Applicant Approval

Date

Facility Use Fee Total:

Paid date:

Signature of Applicant Responsible Party

Date

Received Proof of Liability Insurance date: