



'field Zone Facility Request – Corporate or Private Use

Contact Name: _____ Phone Number: _____

Email: _____ Alternate Number: _____

Organization: _____

Nature of Organization: _____

Relationship to 'field Zone: _____

Alternate Contact from Organization: _____

Preferred Contact Method (email or cell phone): _____

Dates/Time Requested:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Purpose of Meeting: _____

Anticipated Number in Attendance: _____

Room Preference: _____

Will refreshments be offered? Please identify: _____

Technical Media/Support Needed: _____

“The undersigned assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Trustees of the Southfield Centers for Youth, the 'field Zone, and acknowledges receipt of the rules and regulations regarding use of the 'field Zone.” Facilities and equipment should be left clean and in working order at the conclusion of use.

Signature

Date

*****FOR OFFICE USE ONLY*****

Request Received on: _____

By: _____

Notes: _____

Approved/Disapproved: _____

Reason: _____

Communication: _____



'field Zone Facility Use Guidelines

Purpose: To allow Donors, Partners, City Organizations and Community Groups access to the 'field Zone facility for private programs during non-member hours. Use of the 'field Zone will be prioritized for Donor Organizations (twice per year at no cost) and Partnership Programs that will benefit 'field Zone members or their families.

Restrictions: Programs held at the 'field Zone must be not-for-profit Programs, whether or not the hosting organization is a non-profit. Organizations hosting programs to be held at the 'field Zone may not charge an entry fee, nor may the hosting organization or any other individual financially benefit from the program.

'field Zone Hours: Facility use must end one hour prior to Center opening for Membership. The Center is open to members at 2:30pm. Events must conclude by 11:00pm with clean-up completed by midnight.

Fees: The fees for use of the facility are as follows (with the exception of the two meetings per year for Charter Partners):

\$500 flat fee for 2-5 hours. \$150 for each additional hour after five hours.

Additional studio/technical/media fees may be charged based upon need (approx. \$20/hour for technicians and studios).

Kitchen: You may only provide refreshments that are purchased from a reputable caterer, restaurant or store. Homemade food items are prohibited by the Health Department. Please advise us of any refreshments to be served.

Compliance: ALL STATE FIRE AND HEALTH LAWS SHALL BE OBSERVED.

Deadlines: Applications must be submitted at least 30 days prior to facility date needed.

FACILITY FEATURES:

Fun Zone: Room used for Creative Activities and Birthday Parties. LCD Monitor in room. Limited to 20 persons.

Intersection Computer Lab: 12 stations with high-speed internet access. Additional 6 seats available.

Fitness Zone: Room used for Dance, Fitness or meetings. Limited to 35 persons.

Achievement Zone: Conference Room with LCD Monitor. Limited to 15 persons.

Theater Zone: Stage and fixed theater seating for up to 70 persons. Large projection screen and sound system available. Expanded use for up to 200 persons.

Leadership Zone: Open Meeting room with variety of configurations. Limited to 40 persons.

Comfortable seating and gaming areas accommodate up to 100 people.

Maximum capacity for the 'field Zone: 300 people for non-member use.