



550 Hulet Drive, Suite 102  
Bloomfield Hills, MI 48302  
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[www.mediation-omc.org](http://www.mediation-omc.org)

## ROOM RENTAL POLICIES & PROCEDURES

### INSTRUCTIONS TO APPLICANTS

Welcome to the Oakland Mediation Center (OMC). If you are interested in reserving a mediation meeting room, please review the policies and procedures. The meeting rooms vary in size. Below are specific instructions regarding the reservation and use of OMC's mediation meeting room(s):

The Center is open for meeting room rental during the following hours:

**Monday - Friday: 9:00a.m. – 5:00p.m.**

### ROOM RENTAL PROCEDURE

- Complete the Application To Use Facility and fax or mail to the Oakland Mediation Center at 550 Hulet Drive, Suite 102, Bloomfield Hills, Michigan, 48302 or fax: (248) 338-0480.
- OMC will send you a Rental Agreement for your event, which lists the rooms, dates, times, equipment & services requested, and the deposit required.
- Complete and sign the Rental Agreement and return it to us with your deposit. Signed Rental Agreements and deposit are due a minimum of 30 days prior to your event. If you are booking a room for a date less than 30 days away, signed Rental Agreements and deposits are due as soon as possible.
- Your booking will not be confirmed until we have received the signed Rental Agreement and your deposit. If we have not received your signed Rental Agreement and deposit within 30 days of your scheduled event we reserve the right to cancel your booking.
- An invoice will be mailed to you within a week after your event. The invoice will list all charges, show the deposit paid, and any balance due.
- **Provide a copy of Professional Errors & Omissions Liability Insurance in an amount of \$1,000,000.**

### ROOM RENTAL TIMES

There are minimum time requirements for room rentals listed below. After the minimum time requirements, rooms are available in one hour blocks. Please remember that *setup, cleanup and breakdown must be done within the contracted rental time*. Depending upon the size and complexity of your meeting or event, please allow enough scheduled time for performing these tasks.

Meeting Room 1	3 hour minimum
Meeting Room 2	3 hour minimum
Meeting Room 3	3 hour minimum
Meeting Room 4	3 hour minimum

### ROOM RENTAL CLOSINGS

Center is closed for the following holidays in 2004:

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- The week during Christmas and New Year's

## **GENERAL ROOM RENTAL INFORMATION**

- A minimum thirty (30) day reservation is encouraged on all mediation room rentals. Reservations for rooms with less than 30 days advance notice will be made on an as available basis.
- Bookings are accepted for recurring events up to six months in advance, unless you have a memorandum of understanding or other separate agreement with OMC.
- Payment for recurring events will follow the same payment schedule as that of regular event bookings, namely: a full deposit is due 30 days prior to the day the first event is to take place.
- Audio visual and other equipment is available for rent with your room. Please contact OMC for more information.
- The Center will not assume any responsibility for injury or accidents due to the activities conducted by event holders, or injury or accidents caused by materials provided by event holders. All renters must follow the Code of Conduct (see separate document)
- The front desk is staffed during Center hours only, which are Monday – Friday 9:00 a.m. to 5:00 p.m.
- The Center is open from 9:00 a.m. to 5:00p.m. Monday – Friday.
- Rooms must be vacated by the time indicated on the booking sheet. Overtime charges will apply for rooms not vacated by the pre-arranged time, including extra charges if event participants remain on site after the building's regularly scheduled closing time.
- Cleanup: Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.
- If advertising your event, all photos of the Center or use of Center logo must be approved by the Center.
- Meeting Room 4 comes equipped with a white board (write on, wipe off). The Center will provide approved writing instruments for the white boards and event holders will be billed for damage caused by use of unauthorized pens and markers.
- Event holders should bring their own supplies (with the exception of markers for the write on wipe off boards). The Center will not be able to provide such items (ie. Notepads, paper, pens, pencils, etc.) unless explicitly arranged in advance.
- OMC prohibits smoking inside its building parameters.

## **PAYMENTS**

The amount due must be paid in full.

## **CANCELLATION POLICY**

**With 30 days or more notice** – no cancellation charge.

**Between 7 and 30 days** - 50% of room reservation cost

**Less than one week**- full charge

**No Show**- full charge

## **METHOD OF PAYMENT**

The Center accepts payment via VISA, Mastercard, check or money order.

**All policies and procedures related to room rentals are subject to change without notice.**