

RWB Parks & Recreation, 361 Morton, Romeo, MI 48065 www.rwbparksrec.org

Romeo-Washington-Bruce Parks & Recreation is glad to provide a room at our facility for your event/meeting. We ask that you abide by our requests regarding using the facility so that we can continue to provide you with this service. Thank You.

INFORMATION FOR USING THE RWB Community/Senior Center and Washington Senior Center

Romeo Community/Sr. Center Rentals - Please use the parking lot and doors closest to your assigned room at the facility.

Washington Sr. Center Rentals - Please enter through the **SOUTH Main Entrance** to enter the **Ruby and Emerald Room**. If you have been assigned the **OPAL Room**, enter through the glass door on the **East side of the building**. **Note: The doors open at 6:30 pm, for Mon-Thurs meetings/events.**

Tables must be covered or there will be a \$1.50/per table charge.

NO ALCOHOL is allowed on the Community Center grounds; **NO SMOKING** is allowed in the building.

Food brought in must be previously prepared. Our kitchens can only be used to heat up and refrigerate food. **Do NOT use the center's items. You must provide your own coffeemaker, kitchen utensils and supplies. Do NOT put ice in the refrigerators.**

Attaching signs or decorations to painted walls and divider walls is PROHIBITED. The rooms are rented "as is". Facility decorations are not allowed to be removed. **NO** candles allowed.

Rooms rented **must be left in the same condition** as they were when the party started, including the kitchen (this means taking down decorations, signs removed and kitchen cleaned etc.). RWB building maintenance will set up and take down the tables & chairs, take out the garbage, sweep and mop.

Please **use only the room(s) that you have reserved**, as not to interfere with other room set-ups or our maintenance schedule. Children are not allowed to roam in other rooms or be left unsupervised in the facility. Please keep noise to a minimum out of respect for groups using other rooms.

Please **adhere to the time you have the room(s) scheduled**, as not to interfere with other reservations that may be scheduled to use the room or our maintenance schedule.

We **do not allow hours to be added on the day** of your event. You must include the set up & clean up time needed when you make your reservation. You will be charged for an additional hour if you do not have your event over by the time you stated on your request.

We ask that you **do not use the copy machine or office supplies** at our facilities.

Please notify us if you CANCEL your event/meeting. There will be a \$5.00 administration fee accessed to refunds on cancellations **prior** to the event day. Any refund for cancellation or "no show" **the day of the event** will be determined on an individual bases. Please call one of the emergency numbers below if you are canceling the day of the event. (Do not call the P&R office and leave a message)

RWB Parks & Recreation reserves the right to refuse rental to any individual or groups due to previous conflicts or problems with.

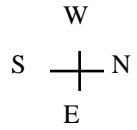
EMERGENCY CONTACT NUMBERS: *Should you have an emergency or problems during your reservation that a custodian is unable to handle, please contact:* Sandi Williams, Facility Coordinator Cell (586) 531-7053
Clara Russell, P & R Director Cell (810) 459-9595 Hm (586) 727-5324
Don Roberson, Bldg Maintenance Cell (586) 531-1175 Hm (586) 752-3621

RWB COMMUNITY CENTER

361 Morton St., Romeo, MI 48065

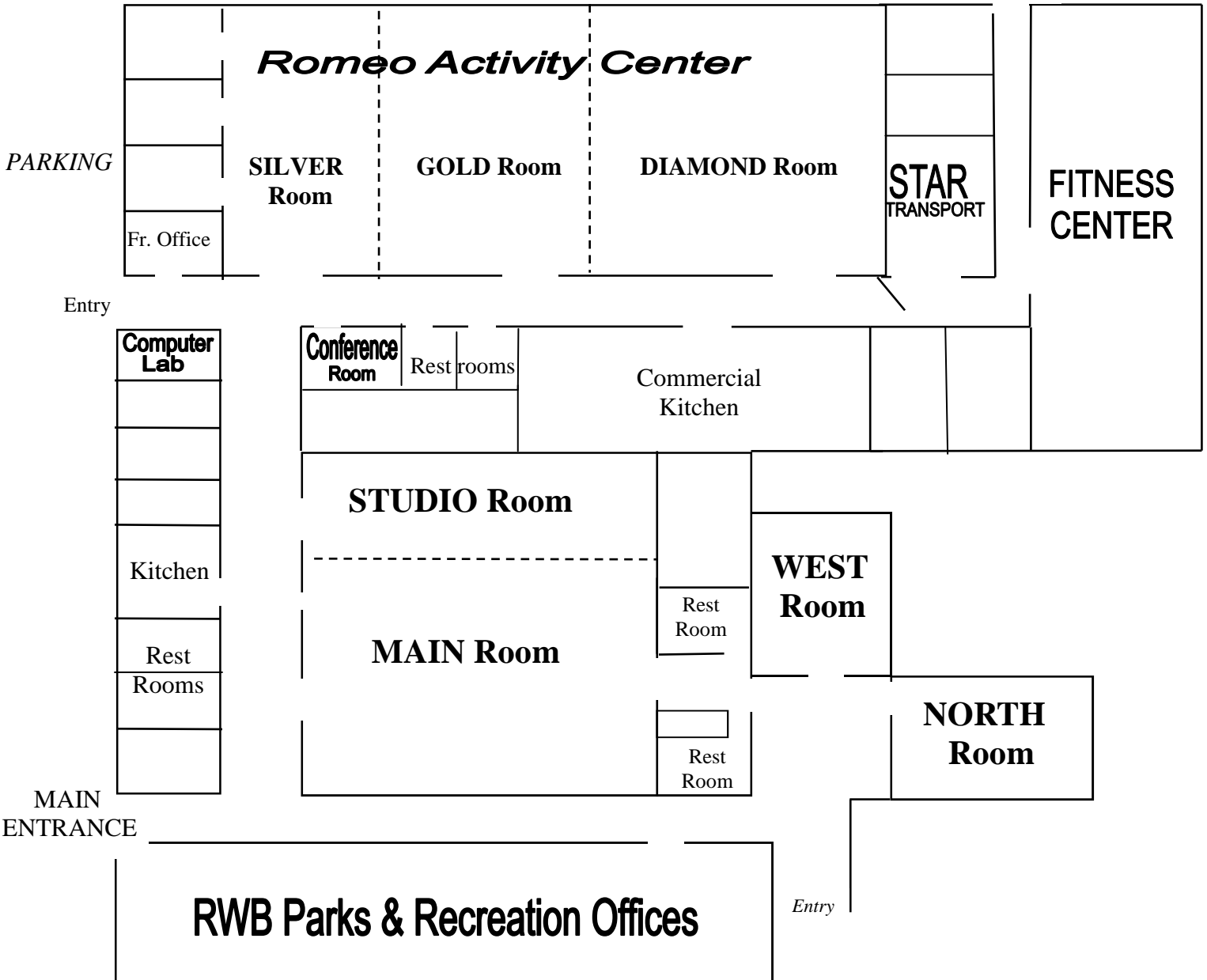
(586) 752-6543

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Back PARKING

DOOR



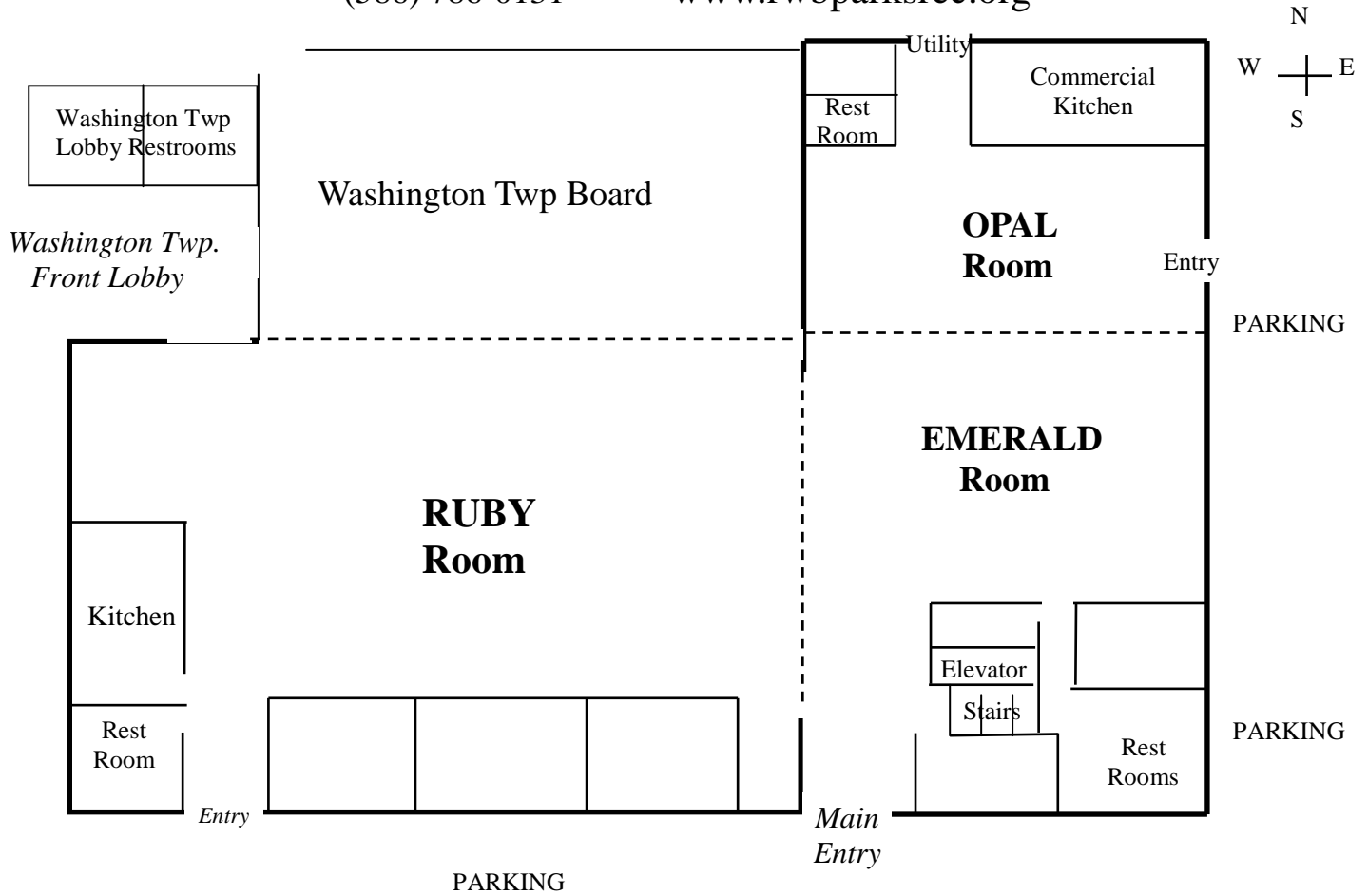
Front PARKING

WASHINGTON ACTIVITY CENTER

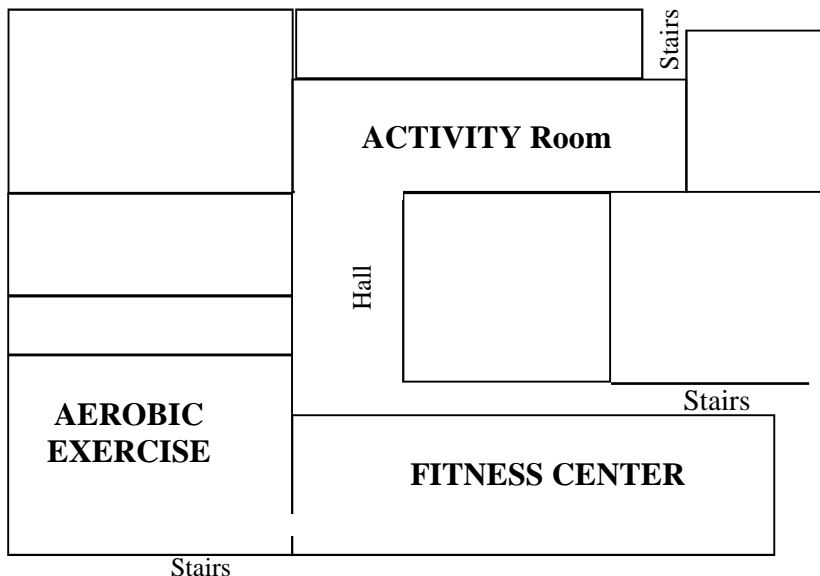
57880 Van Dyke, Washington, MI 48094

(586) 786-0131

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WASHINGTON SITE BASEMENT



WASHINGTON SITE UPSTAIRS

