

MUSKEGON CHARTER TOWNSHIP COMMUNITY ROOM POLICY

- The primary purpose of the Community Room is to provide a public recreation center for Muskegon Charter Township residents. Reservations are not put on calendar until the application and \$50 refundable deposit (resident) or rental fee (non-resident) have been paid.
- There shall be NO possession or consumption of alcohol or Marijuana in the Community Room, parking area or property.
- Private gatherings will be scheduled for residents of Muskegon Charter Township only and are limited to 6 rentals in a calendar year. An example may be showers, parties, reunions, etc.
- The Community Room may only be used Mon - Fri. 5:00 pm to 9:00 pm, Sat and Sun 8:00 am to 10:00 pm.
- Failure to adhere to the rules as established by this Community Center Policy shall result in the confiscation of the deposit/rental fee and possibly denial of the individual/group's future use of the Community Room.
- Cost of damages to the building, furnishings, and equipment beyond normal wear will be deducted from the deposit/rental fee before it is returned. If the cost of damages exceeds the deposit, the person responsible for the event will be invoiced for the additional cost.
- All groups using the facility must comply with local fire safety regulations, state laws and all building regulations.
- No animals, other than service animals are allowed in the building.
- Individuals/groups using the facility are responsible for cleaning up and leaving the facility in ready to use condition, i.e. remove all decorations, mop-up spills, clean kitchen area, wipe tables, remove your items from the refrigerator, empty full waste baskets and leave bags in hall near men's bathroom.

Groups using the facility agree to save and hold harmless Muskegon Charter Township and its agents from any and all liabilities or responsibilities arising from incidents related to the use of the facility or grounds. It is further understood and agreed by all users of the facility that Muskegon Charter Township assumes no obligation regarding the use of the premises by the users.

Muskegon Charter Township reserves the right to determine who shall and shall not use the facility. The Township may deny the use of the facility if in the Township's judgment, the particular request for facility use is not in the best interest of the community.

No individual, association or organization organized for profit, shall be allowed to use the Community Room facility for the purpose of any activity which is intended to result in a profit to said individual or group, or which is used for the purpose of conducting solicitation of funds, donations, bingo, or other activities designed to raise funds for any purpose. This paragraph shall not prevent an individual and/or group from requesting nominal donations from attendees of any function for the sole purpose of paying for expenses actually incurred in holding said function.

APPLICATION – COMMUNITY ROOM

I hereby request the use of the Muskegon Charter Township Community Room.

I have received, read and understand the rules and regulations governing the use of the Community Room. I accept all responsibility for the use and condition of the property during the event. **INITIAL**_____

DATE TO BE USED_____ HOURS OF USE_____

NAME_____PHONE_____

ADDRESS_____

GROUP NAME_____

TYPE OF GROUP_____

TYPE OF FUNCTION_____

NUMBER OF PEOPLE EXPECTED_____

\$50 refundable deposit for township resident's _____

\$50 non-refundable fee for non-township resident's _____

ADDITIONAL COMMENT_____

SIGNATURE_____ DATE_____

OFFICE USE ONLY

TOTAL PAID_____ DATE_____

FORM OF PAYMENT_____ RECEIVED BY_____

USE APPROVED BY_____