



MUSKEGON CHARTER TOWNSHIP
COMMUNITY ROOM APPLICATION

Applicant Name: _____ Phone: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Event Name : _____ Event Date: _____

Type of Function: _____

Approximate Attendance: _____

Opening Time: _____ a.m./p.m. Closing Time: _____ a.m./p.m.

DATE RULES AND REGULATIONS WERE GIVEN: _____

\$150 refundable deposit: _____ Resident / Non-resident

\$150 Nonrefundable room rental fee for non-township residents: _____

ADDITIONAL COMMENT: _____

Applicant Signature: _____ Date: _____

By signing I acknowledge that 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.

OFFICE USE ONLY

TOTAL PAID: _____ DATE: _____

FORM OF PAYMENT: _____ RECEIVED BY: _____

USE APPROVED BY: _____

DATE TO BE USED: _____ From: _____ To: _____

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 the calendar until the submission and completed application and a payment **\$150 refundable deposit**. For nonresidents, a **\$150 nonrefundable room rental fee** and a **\$150 refundable deposit** are required to reserve the room.
- The following groups are exempt from room rental fees and deposits: Township employees, other governmental municipalities, nonprofit organizations, and employee-sponsored organizations. These groups remain responsible for all other applicable policies.
- Reservations can be made no earlier than six months prior to the date needed.
- There shall be **NO possession or consumption of alcohol or marijuana** in the Community Room, parking area, or on Township property.
- Private gatherings are limited to three rentals in a calendar year. Examples may include showers, parties, reunions, carwashes, etc.
- The Community Room may only be used Monday through Thursday from 6:00 p.m. to 9:00 p.m., and Friday through Sunday from 8:00 a.m. to 10:00 p.m.
- During the winter months, the parking lot and sidewalks are only maintained Monday through Thursday.
- Failure to adhere to the rules as established by this Community Center Policy shall result in the forfeiture of the deposit fee and possible denial of the individual or 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 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 users must comply with local fire safety regulations, state laws, and all building regulations.
- No animals, other than service animals, are allowed in the building as defined by law.
- Individuals or groups using the Community Room are responsible for completing the **Community Room Cleaning Checklist** prior to departure and leaving the facility in a clean, ready-to-use condition. Failure to do so may result in forfeiture of the refundable deposit.

Applicant agrees to save and hold harmless Muskegon Charter Township and its agents from any and all liabilities, damages, claims, losses, costs, and expenses, arising from, caused by, or in any way related to the use of the Community Room and premises. 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 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.

MUSKEGON CHARTER TOWNSHIP COMMUNITY ROOM CLEANING CHECKLIST

All items below must be completed before leaving the facility. Failure to complete cleaning requirements may result in loss of deposit.

Decorations & Personal Items

- Remove all decorations (balloons, tape, signs, table décor, etc.)
- Remove all personal items and supplies
- Check all rooms, counters, and corners for belongings

Tables & Seating

- Wipe down all tables
- Clean and straighten chairs
- Return tables and chairs to original layout (if applicable)

Kitchen Area

- Wipe down countertops and sinks
- Clean microwave and refrigerator (if used)
- Remove all food and beverages from refrigerator
- Leave kitchen area clean and ready for next use

Trash & Waste

- Empty all full waste baskets
- Tie trash bags securely
- Take out all trash to the dumpster

Bathrooms (if used by group)

- Pick up trash and paper towels
- Ensure sinks and counters are clean

Final Walk-Through

- Lights turned off
- Doors closed and secured
- Room left in ready-to-use condition

Renter Name: _____

Date of Event: _____

Signature: _____