



GAINES CHARTER TOWNSHIP COMMUNITY ROOM RENTAL RULES & REGULATIONS

The intended use of the Community Room is for Township related activities including, but not limited to, area municipal use, county wide and regional meetings, and certain related educational programs.

GROUP QUALIFICATIONS

The Community Room shall be available to groups and/or organizations in the following order of priority:

- Township related activities, including region and county wide municipal meetings.
- Non-profit membership groups for events which are community-based and involve activities that enhance the Township. Recognized groups that are engaged in promoting activities and issues including: Boy Scouts, Girl Scouts, Campfire Boys, and Girls, PTA, PTO, service clubs (Rotary, Kiwanis), Boys & Girls Clubs, and church groups.

The Community Room shall **NOT** be available for use to the following groups and/or organizations:

- Groups or organizations, that charge fees (other than those necessary to cover the cost of materials, speakers, etc.), collect donations, membership fees or charge admission, or which exist for the purpose of making a profit (sales/marketing groups).
- Events not open to the general public (i.e., wedding receptions, anniversaries, private dance clubs, birthday parties, showers, graduations, etc).
- Groups or organizations which are commercial in nature and promote a product or service (i.e., Tupperware, large garage sales, diet workshops, etc).
- Groups or organizations whose membership is open to the general public but operate for the primary benefit of their membership and/or participation is limited to a select group. Examples: model clubs, dance clubs, preschool co-ops, political organizations, etc.

COMMUNITY ROOM

Community Room A measures approximately 2,000ft² and Community Room B measures approximately 900ft² (may be used together for a total 2,900ft²). Community Room A seats 133, Community Room B seats 60, both rooms have audio/video capabilities, are furnished with tables* and chairs*, when combined will seat 193. Both rooms have access to an attached refreshment kitchen. Community Room C measures approximately 900ft². Furnished with tables* and chairs* seating up to 60.

*Limited number of tables and chairs available for use, see Township Office for details.

COMMUNITY ROOM RENTAL FEE

No rental fee shall be charged for official Township activities. The rental fee for all other groups will be charged at a rate of: Community Room A \$75.00 per rental; Community Room B \$75.00 per rental; Community Rooms A & B \$115.00 per rental; Community Room C \$50.00. The Building & Grounds Committee, in its sole discretion, may waive any and all fees or require any additional fees as necessary in connection with or as a result of the rental of the Community Room. At this time, Gaines Charter Township does not feel that use of the Community Room as intended requires a deposit however; a signed rental agreement and all rental fees are required prior to rental event.

COMMUNITY ROOM USE AND CLEAN-UP

Rental groups are responsible for setup prior to and clean-up immediately following the rental event. All items brought into the facility by the rental group are to be removed prior to the end of the rental period. The rental group is responsible for removing all food, materials, equipment, and decorations within your rental time. All garbage should be placed in the dumpster adjacent to the facility.

Township owned equipment (tables, chairs, coffee pots, kitchen facilities, etc.) made available to and used by the rental group must be cleaned and returned to their original location and condition prior to the end of the rental period.

General Rule of Thumb: *Leave the facility in the same condition or better than you found it.*

FOOD AND BEVERAGE

The kitchen is available for serving and storing light refreshments during the rental period. The kitchen is not to be used for the purpose of cooking/preparing food without the prior approval of the Township Supervisor/Clerk. Each group must provide its own coffee, cups, sugar, cream, etc. Food and drink are restricted to non-carpeted areas only. The use of alcoholic beverages is strictly prohibited anywhere on Township grounds. Smoking is prohibited in all Township facilities and is restricted to designated outside areas only.

SUPERVISION AND RESPONSIBILITY

The person signing the application on behalf of the rental group is responsible for compliance with all rules and regulations. The signing applicant is also responsible for ensuring that the key is returned to the appropriate Township employee or, in the case of after hour's rentals, the designated drop box.

LIABILITY

Gaines Charter Township does not assume responsibility for personal property left unattended in Township facilities and cannot be responsible for the loss of property.

The Community Room is available without regard to ideology. The Township does not sponsor, advocate, or endorse the position or ideology of the Community Room rental groups or the content of the material(s) presented.

RESTRICTIONS

Group activities may not interfere with normal Township functions.

The applicant shall not use the facilities in any manner which violates any federal, state, or township statute, law or ordinance.

Live music is not allowed without prior approval of the Township Supervisor and/or Clerk.

The use of tape, tacks, push-pins, nails, etc., to affix items to any walls is prohibited. Poster putty may be used in moderation.

Food and drink are restricted to light refreshment and are only allowed in non-carpeted areas unless prior approval by the Township Supervisor and/or Clerk.

Fire Code prevents the use of candles or other open flame items such as oil lamps, lanterns, incense, etc.

Alcohol use strictly prohibited anywhere on Township Property.

Smoking is prohibited in all Township facilities and is restricted to designated outside areas only.

The sale of goods and/or services is not permitted on Township Property.

The Township reserves the right to refuse or revoke permission to use the facilities at any time.

Violation of any rules may result in your group being refused rental privileges in the future. An inspection of the building and surrounding area will be made after each rental. In the event that there is damage to the Community Room and/or contents or a failure to return the Community Room and/or contents to their original condition, the signing applicant shall be sent an invoice for all clean up and/or repair costs.