



GAINES CHARTER TOWNSHIP

COMMUNITY ROOM RENTAL TERMS & POLICIES

Gaines Charter Township is pleased to make our community room available for use by our residents. To apply for use of the community room, please complete the Community Room Application and return it to the Receptionist at Gaines Charter Township, 8555 Kalamazoo Ave., SE, Caledonia, MI 49316. Please read the following policies before applying.

FACILITIES

In the interest of fire protection and safety, the following maximum capacity applies:

150 Seated (in chairs - not at tables)

Currently there are 18 tables and 100 chairs available

Rental of the community room includes the use of the kitchen facilities, and audio/visual equipment (requires additional security deposit). Room rental rate:

\$250 for 6 hours+ Applicable fees and Security Deposit
Additional hours available at a rate of \$40/hr.

The community room is available for use Monday-Saturday between the hours of 8am -10pm. There will be no Sunday, or holiday rentals. Please visit the Township website to check availability:

COMMUNITY ROOM CALENDAR

HOLIDAYS: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve

The community room is not available for use the week before, day of, or the week after an election/voting day.

All rentals will require a refundable security deposit of \$100 for a standard rental, \$250 if using audio-visual equipment.

RESERVATIONS

Reservations are on a first come, first served basis, with Township functions taking precedence.

1. Reservations are required for all community room use.
2. All rental requests must include a completed Community Room Application.
3. Applications for reservations are accepted up to 6 months in advance of the event date.
4. Reservation times must include all setup and cleanup time.
5. Application does not guarantee approval of rental request.
6. Once submitted, the Township will then approve or deny the application. Applicants will be notified of approval or denial within 7 business days of receipt of application.
7. The reservation will be considered temporary until the security deposit, plus 25% of rental fee, is received. The security deposit, plus 25% of the rental fee, must be received within 7 business days of notification of application approval. The balance of the rental fee must be received a minimum of two weeks prior to the rental date. *(The Township accepts cash, check, or credit card.)*
8. The individual completing the reservation application must be a minimum of 18 years of age, and a resident of Gaines Character Township. This individual will be the only person authorized to amend the reservation; and will also serve as the primary contact for the Township.
9. The applicant must be in attendance for the full rental time.
10. Under no circumstances shall any Renter place nails, tacks, holes, duct tape or any other form of attachment to the walls, ceiling, or other surfaces of the building. Bulletin boards have been supplied for that purpose. No wax, sand and or salt on floor.
11. **No glitter or small confetti may be used in decorations or activities In the Community Room.** Failure to comply will result in the loss of the deposit and additional charges for damage may apply.
12. Reservations may not be assigned to another individual or group.
13. Those wishing to cancel their reservation must notify the Township office as soon as possible. Cancellation notices should be in writing (email is acceptable) and may not be rescinded later. Telephone cancellations will be accepted in cases of last-minute emergencies, however, should be followed by a written cancellation notice. If the room is not used, and a cancellation notice is not given, the security deposit is forfeited, and future use of our facilities may be denied.

Cancellation/Changes:

- 1-30 Days: No refunds, no changes
 - 30+ days: Full refund minus \$25 administration fee
14. The Township reserves the right to preempt or cancel a reservation if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the applicant (via phone, fax, or email), and reschedule the reservation. If rescheduling is not an option, the applicant will receive a full refund. The Township shall be held harmless should a cancellation be required.

RENTAL POLICIES

1. All items brought into the facility by the rental group are to be removed by the end of the rental period. The rental group must remove food, materials, equipment, furnishings, decorations, and garbage after use of the facilities.
2. All garbage should be placed in the dumpster located in the lower-level parking lot.
3. Audio/visual equipment (laptop, projector, and a microphone) is provided by the Township upon request. Residents are not allowed to bring in their own equipment. A USB drive can be used for presentations, etc.
4. Township owned equipment made available to, and used by, the rental group must be thoroughly cleaned (including tables, chairs, coffee pots, kitchen facilities, etc.) at the end of the rental period. *Note this includes sweeping of the community room floor.*
5. It is the responsibility of the rental group to set up and move furnishings as desired. The rental group is required to return all furnishings to their original position at the end of the rental period.
6. Flammable materials (candles, incense, oil lamps, etc.) are not permitted.
7. WALLS: Any type of fastening, hanging, or sticking is ***strictly prohibited***. Renters are welcome to use designated bulletin boards to hang posters and/or decorations.
8. Live music is not allowed without prior approval of the Township Manager.
9. The sale of goods and/or services is strictly prohibited on Township Property.
10. Use of illegal drugs, alcohol, and/or gambling is strictly prohibited in any Township facility or on Township grounds.
11. There will be no smoking within 50 feet of any Township facility entrance.
12. Only the room specified in the Rental Agreement will be available for use by the rental group.
13. Gaines Charter Township does not assume responsibility for personal property left unattended in Township facilities and cannot be responsible for accident, injury, or loss of property.
14. The misuse of any Township facility or the failure to comply with these regulations will be sufficient reason for denial of future rental privileges.
15. Gaines Charter Township events will take precedence over other group events. Every effort will be made to honor scheduled rental requests; however, it may become necessary to reschedule your event to avoid conflicts with Township related functions.
16. Requested rental times must include set-up and tear-down times. Make sure you have allotted time to set-up and tear-down after your function, the room may be rented to another group immediately after you.
17. Group activities may not interfere with normal Township functions.
18. Accessory Machines: Use of fog machines, smoke machines and similar devices are prohibited.
19. Facility shall not be used in any manner which violates any federal, state, or township statute, law, or ordinance.
20. The Township reserves the right to refuse or revoke permission to use the facilities at any time.
21. An inspection of the building and surrounding area will be made after each rental. If 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, there may be a forfeiture of all or a portion of the security deposit.
22. Violation of any rules may result in your group being refused rental privileges in the future.

THINGS TO REMEMBER

1. Climbing, pushing, running, or riding on carts in the lower-level hallway is not permitted.
2. The elevator and stairs are not accessible for renters and guests.
3. Always supervise small children; they should not be left alone.
4. Please avoid standing on chairs or tables in the community room.

GAINES CHARTER TOWNSHIP RESERVES THE RIGHT TO AMEND THESE POLICIES AND FEES AT ANY TIME