

Community Room Application
Gaines Charter Township
8555 Kalamazoo Avenue SE
Caledonia, MI 49316
Ph: (616) 698-6640 Fax: (616) 698-2490



To request a Community Room Reservation, please complete and submit the form below to the Gaines Charter Township Supervisor's/Manager's Office at 8555 Kalamazoo Avenue SE, Caledonia MI 49316, or email to nicky.bower@gainestownship.org or kim.triplett@gainestownship.org.

Resident: Yes ☐ No ☐

Contact Name: _____ Type of Organization/Event: _____

Group Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____ Fax: _____

Size of Group: _____ Audio/Visual Equipment Required: Yes ☐ No ☐

Will beverages be served? Yes ☐ No ☐

Will food be served? Yes ☐ No ☐

Date(s) requested: _____ Start Time: _____ End Time: _____

Please be sure to include adequate time for setup and cleanup.

Please describe the nature of the gathering: _____

By completing this application, the applicant agrees that they have read and will abide by the Gaines Charter Township Community Room Policies and to indemnify, hold harmless, and defend Gaines Charter Township from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under Gaines Charter Township Community Room Policies.

Signature: _____ Date: _____

For Office Use Only:

Date Application Received: _____

Application: Approved ☐ Denied ☐

Community Room Application October 2025