

General Policy Regarding Rental and Use

In an effort to better serve its residents, the Charter Township of Van Buren (the "Township") allows the following Municipal Center meeting rooms to be rented without regard to race, national origin, sex, religion, color, or any other protected class: Denton Room, Ohisville Room, and Sheldon Room ("Meeting Rooms"). The Township Board Room, Willow Run Room, and Rawsonville Room are not available for rent. Meeting Rooms can be reserved by submitting an application on a form approved by the Township, to the Township Clerk's office. Reservations are accepted on a first come first serve basis and will only be accepted upon payment of the fee. The application can be obtained at the Municipal Center or on the Township's website. The person securing the reservation (the "Applicant") must be 18 years of age or older. The Applicant, or another individual so designated in writing ("Applicant's Agent"), must be present during the time the Meeting Room is being used. The application must also be signed by the Applicant's Agent, either at the time the application is submitted or when checking in with the Clerk's office prior to using a Meeting Room. The Applicant's Agent (if applicable) must be 18 years of age or older. The Meeting Rooms may only be rented by:

- (1) Individual Applicants who reside within the Township;
- (2) An authorized agent or employee of a non-profit organization located within the Township; or
- (3) An authorized agent or employee of a non-profit organization that is not located within the Township, but which proposes to use a Meeting Room in order to provide a service or benefit (for example, civic, educational, or charitable) to the Township's residents.

The Meeting Rooms shall not be used for any type of commercial activity. All non-profit organizations and individuals renting the Township Meeting Rooms must, at all times, comply with all application requirements, this Policy and the Rules and Regulations set forth herein (collectively, the "Meeting Room Rules and Regulations"). The Meeting Rooms are generally available as set forth in the "Schedule and Hours" section, below. Meeting Rooms must be vacated and cleaned by the time set forth in the application that has been approved by the Township. No exceptions. The Township will provide reasonable accommodations for persons with disabilities if such a request is timely made. Any such request for reasonable accommodations shall be made at the time of submitting the application.

Schedule and Hours

The Meeting Rooms are generally available for rent only during the following days and times:

Monday – Thursday:	4:30 pm – 8:30 pm
Friday:	4:30 pm – 6:00 pm
Saturday:	10:00 am – 2:30 pm
Sunday:	Meeting Rooms are not available for rent on Sunday

Cancellations

Applicants are required to call and cancel if they will not be using the room that has been reserved. If the Applicant cancels their reservation request 14 days or more prior to the scheduled event, the fee and deposit (if applicable) will be refunded to the Applicant. If the Applicant cancels their reservation request less than 14 days prior to the scheduled event, no refund will be made, but the Applicant may reschedule their rental for a new date and time. If the Township deems it necessary to cancel a reservation, the fee and deposit (if applicable) will be refunded to the Applicant. All refunds will be issued pursuant to the Township policy and may take up to six weeks. The Township reserves the right to cancel any reservation, and reserves the right to immediately revoke access/use, if it reasonably believes that the Applicant has misrepresented the proposed use of the Meeting Room, has misrepresented their authority to act on behalf of a non-profit organization, or otherwise does not comply with the Meeting Room Rules and Regulations. In all such cases, the fee and deposit (if applicable) will be forfeited and not refunded. Additionally, in such cases, the Applicant and/or non-profit organization may be barred from renting the Meeting Rooms in the future. The Township reserves the right to cancel, postpone, reschedule, or move (to another Meeting Room), any Meeting Room reservation. The fee and deposit (if applicable) shall be submitted in the form of cash, local bank check, or money order made payable to the "Charter Township of Van Buren".

RELEASE AND WAIVER OF LIABILITY

I have read and understand the Municipal Meeting Rooms Policy, Rules, and Regulations. I understand and agree to fully comply with the Municipal Meeting Rooms Policy, Rules, and Regulations. I understand and agree that as consideration for agreeing to this Release and Waiver of Liability, I may be permitted to rent a Township Meeting Room. I understand and agree that for purposes of this Release and Waiver of Liability, the term "Township" includes all of Van Buren Township's elected and appointed officials, agents, representatives, employees, volunteers, boards, departments, and commissions. I understand and agree that the Township is not responsible for, and shall not be held liable for, any personal injury or property damages that occurs as a result of, or relating to, the rental and/or use of a Meeting Room. I understand and agree that, in consideration for being permitted to rent a Meeting Room, I hereby waive all claims, regardless of when such claims may accrue or the legal theory, whether based on law or equity, and whether sounding in negligence, intentional tort, or any other legal theory, and release and discharge the Township of any and all claims that may arise out of, or is connected in any way to the rental and use of a Meeting Room. I, and any organization that I am acting on behalf of as its authorized agent (if applicable), shall indemnify, defend, and hold harmless the Township for any claims made as a result of, or relating to, the rental and use of a Meeting Room. Accordingly, I understand that in order to rent and use a Meeting Room, I will not be able to pursue any claim, of any type whatsoever, against the Township for any claim that may arise out of, or that is in any way connected to, the rental and use of a Meeting Room. This shall include (but is not limited to) claims for personal injury (bodily injury or emotional injury), illness, death, and/or property damage.