

MUNICIPAL CENTER RULES AND REGULATIONS

1. As noted in the General Policy section, above, applications to rent a Meeting Room will only be accepted from, or on behalf of, a resident of the Township, a non-profit organization located within the Township, or a non-profit organization offering a service to Township residents. The Meeting Rooms shall not be used for commercial activity. The Meeting Rooms are not available for use by for-profit entities of any type, whether established as a sole proprietorship, limited liability company (LLC), corporation, partnership, or any other type or method of organization.
2. With the exception of governmental functions, the Meeting Rooms are not available for private events/use and all events shall be held open to the public at all times. Should an individual or non-profit organization desire to use a Township room for a private function, not held open to the public at large, please note that the Township Parks and Recreation Department's Multi-Purpose Room is available for private recreational and social events (Please see Multi-Purpose Room and Gymnasium Policy, Rules and Regulations).
3. Admission fees to attend a meeting are prohibited. Solicitation or collection of funds, in any manner, is prohibited. This includes (but is not limited to) express or implied requests for donations. Requiring an individual to be a member of any group, to purchase a membership in any group, or to purchase any other item or thing, in order to attend a meeting is prohibited.
4. For all Meeting Rooms, Township functions will take precedence over all other use of the Meeting Rooms. Scheduled reservations may be cancelled by the Township in order to accommodate a Township function, for an emergency, or for any other reason.
5. Upon submitting the application, the Applicant may be required to provide documentation to prove eligibility to rent a Meeting Room. Applicants who are reserving a Meeting Room for use by a non-profit organization may be required to provide proof that they are acting as an authorized agent or employee on behalf of the non-profit organization, and/or that the organization currently has non-profit status. Among other required information, the application must provide a description of the proposed use of the Meeting Room. The Township may request additional information and details regarding the proposed use of the Meeting Room, or other information relating to eligibility for use of a Meeting Room. Failure to timely provide adequate information will result in a denial of the application.
6. A Meeting Room will only be reserved upon receipt of full payment of the fee and deposit (if applicable). No partial payments will be accepted. The fees for each of the Meeting Rooms vary and are subject to change. Therefore, please check the Township website for the current rates for each Meeting Room. This information can also be obtained through the Township Clerks Office. The fee and deposit (if applicable) shall be waived for governmental entities/departments using a Meeting Room for a governmental function.
7. ~~Serving food or beverages in a Meeting Room is prohibited without prior written approval from the Township's Clerk's Office. Any request for such approval should be made at the time the application is submitted and should describe what, specifically, the Applicant desires to serve. The Township, at its sole discretion, may reject any request to serve food and/or beverages. The food and beverages served shall generally be limited to light snacks and refreshments, such as fruit, donuts, bagels, cookies, water, coffee, tea and carbonated beverages. If such a request is made, a \$500 security deposit must be submitted with the application, which, if the request is approved, shall be used as security to ensure that the Multi-Purpose Room and/or Gymnasium are returned in a clean and undamaged state. The deposit will be returned if the request is denied.~~
8. At the expiration of the time set forth in the approved application, the Meeting Room must be returned to the same state and condition that the Meeting Room was in prior to the scheduled event. The Applicant must remove any and all items or things that were not present prior to the scheduled event. Normal cleanup shall be performed by the Applicant following use. Normal clean up includes the removal of all materials brought in; removal of all decorations; disposal of all trash in proper receptacles, and ensuring that the floor, counters, tables, and chairs are clean. Failure to comply with this rule may result in the Applicant being barred from future rentals. The Township cannot guarantee that action will be taken on an application submitted less than 21 days prior to the requested date(s), but applications will not be accepted by the Township unless the proposed event will occur within 90 days of the date the application is submitted. An individual or non-profit organization shall not use any Meeting Room (or combination of any Meeting Rooms) more than once per month.
9. At least one Building Monitor will be on duty during all hours of building operation. Individuals and non-profit organizations using the Meeting Rooms must guarantee responsiveness to the directives of the Building Monitor(s) and all other Township employees. The Applicant understands and agrees that the Building Monitors and other Township employees will monitor meetings and the Meeting Rooms in order to ensure compliance with all Meeting Room Rules and Regulations and that the Building Monitor(s) and other Township employees shall have full access to any and all areas and spaces within the Meeting Rooms in order to monitor usage.
10. Reservations are not transferrable. Upon arrival, the Applicant, or the Applicant's Agent if the Applicant is not present, must check in at the Community Center recreation desk and present the approved application to the Building Monitor. The Applicant's Agent shall sign the application in order to indicate that the Applicant's Agent has reviewed this Policy and the Rules set forth herein, has agreed to follow same, and has agreed to the Waiver and Release of Liability. Upon checking in, the Applicant, or the Applicant's Agent if the Applicant is not present, may be required to show a photo ID in order to ensure that the individual checking in is actually the Applicant or Applicant's Agent. The Applicant, or the Applicant's Agent (if applicable), is responsible for inspecting the room for damage prior to the meeting commencing. Any damages must be reported at that time. A sign in log will be provided and must be completed by all individuals in attendance. The form is to be returned to the Building Monitor. After the meeting has ended, the Applicant, or the Applicant's Agent, must inspect the room in order to check for damages. Failure to properly check out may result in the Applicant and the Applicant's Agent (if applicable) being barred from future rentals.
11. All persons using the Meeting Rooms and/or attending a meeting shall conduct themselves in an appropriate manner at all times. Disorderly conduct of any kind that may cause injury or that tends to incite an immediate breach of the peace is prohibited. This includes, by way of illustration and not limitation, the use of profanities or other offensive language, rough-housing, or jostling. The Applicant, or the Applicant's Agent, must ensure that all individuals attending their meeting comply with the Meeting Room Rules and Regulations. Any violation(s) of these Meeting Room Rules and Regulations must be immediately reported to the Building Monitor.
12. The Applicant, the Applicant's Agent (if applicable), and any non-profit organization that the Applicant is acting on behalf of as its authorized agent (if applicable), is responsible for any and all loss, theft, or damage to Township property that occurs during their scheduled event. Any determinations made by the Township regarding additional charges to impose on an Applicant

MUNICIPAL CENTER RULES AND REGULATIONS

- for damage or misuse of Township property, determinations regarding forfeiture of security deposits, determinations regarding violations of the Meeting Room Rules and Regulations and the penalties imposed for same, are final.
14. Meeting Rooms shall not be used for political activity. This includes (but may not be limited to) the following: political fundraising for any particular candidate, group of candidates, political party, ballot measure, petition drive, or recall election; having a meeting designed to advocate for or against any particular candidate, group of candidates, political party, ballot measure, petition drive, or recall election; and campaign organizing events or activities. Voter registration drives may be permitted if the individual or non-profit organization is otherwise qualified to use a Meeting Room, and if the event is conducted in a non-partisan manner and without advocating for or against any particular candidate, group of candidates, political party, ballot measure, petition drive, or recall election.
15. Any form of gambling or game of chance is prohibited on the premises unless: (1) expressly permitted by law; and (2) prior written approval for same is granted by the Township Clerk's Office (subject to the issuance of any special permits or conditions that may be required by the Township or any other unit of government).
16. Alcoholic beverages are prohibited in the Meeting Rooms and Municipal Center.
17. Smoking is prohibited in the Meeting Rooms and Municipal Center. Individuals who desire to smoke must do so outdoors and at a distance greater than 10 feet from any entrance/exit.
18. Drugs are prohibited in the Meeting Rooms and Municipal Center, with the exception of medications that are expressly prescribed to the specific individual using the drug(s), by a physician for that individual's medical purposes. For individuals who may claim some right to use and/or consume marijuana (or marijuana) pursuant to Michigan's Medical Marihuana Act (MMA), MCL 333.26421 *et. seq.*, please note that any and all use and/or consumption of marijuana or anything containing Tetrahydrocannabinol (THC), is prohibited on Township property.
19. Any damage to Township property, no matter how trivial, must be immediately reported to the Building Monitor. Any injuries that occur to an individual while on Township property must be immediately reported to the Building Monitor.
20. Township property shall not be removed from any Meeting Room.
21. Using, removing, or disturbing any supplies, bulletin boards, or any other items or materials is prohibited without prior written approval from the Township Clerk's Office.
22. Set up occurring the evening before an event will require prior written approval from the Township Clerk's Office. A request for such approval should be made at the time the application is submitted. The Township, at its sole discretion, may reject such a request, or may allow the set up to occur the evening before the event subject to certain conditions, including (but not limited to) the time for starting and completing this set up.
23. Meetings shall be confined to the Meeting Room assigned, except for use of restrooms and common areas. Use of hallways within the Municipal Center for a meeting, or for overflow of a meeting, is prohibited. Roaming the hallways is prohibited.
24. Propping open exterior doors of the Municipal Center is prohibited.
25. Placement of posters, banners, decorations, and similar items is prohibited.
26. Writing on glass, tables, windows, mirrors, walls, or any other surface is prohibited.
27. Tape or any type of adhesive, nails, tacks, or similar items shall not be affixed to any walls, the ceiling, tables, or any other surface in a manner that causes holes, marks, or leaves any remnants whatsoever.
28. Use of Township equipment (copy machines, computers, typewriters, fax machines, telephones, and any other Township property) is prohibited.
29. Tables and chairs shall not be dragged or thrown.
30. Requests for electrical extensions should be made to the Township at the time of submitting the application.
31. Groups comprised of 10 or more individuals under the age of 18 must at all times have at least 1 adult (age 18 or older) present in the Meeting Room for every 10 persons under the age of 18. Individuals under the age of 13 must be directly supervised by an adult(s) at all times.
32. The Township is not responsible for equipment or supplies brought in by groups. Items delivered to the Municipal Center will not be stored.
33. The Township and its agents and employees assume no responsibility whatsoever, financial or otherwise, for any injuries sustained by an individual or groups of individuals, or for any damage that may occur to their property, while using a Meeting Room. Therefore, in order to rent a Meeting Room the Applicant, and the Applicant's Agent (if applicable), shall agree as follows: The Township is not responsible for damage or theft of personal items.
34. A certificate of insurance naming the Township, its Board, and/or its agents, employees, and representatives as additional insured's may be required.
35. All state and local licenses or permits necessary to hold the event are the responsibility of the Applicant and must be displayed as required by law.
36. Under no circumstances shall individuals, or groups of individuals, congregate in the parking lot, or any other common area, during or following the use of a Meeting Room or any other Township facilities. Any proposed use of the parking lot area(s), or any other common area, shall be subject to a special review of the proposed activity by the Township. In no event shall any such use impede the safe flow of traffic, pedestrian use or safe ingress or egress of the building.
37. For safety issues, please notify the Township Clerk's Office and contact the Township police department at 734-699-8930. For emergencies call 911.
38. All fire regulations for the Municipal Center must be observed including (but not limited to) keeping exits clear at all times and abiding by the capacity restrictions for each of the Meeting Rooms. Please note that the capacity of each Meeting Room varies based on the size of the room and whether tables and chairs are used. Please contact the Township Clerk's Office to determine the capacity limitations for your event.
39. The Meeting Room Rules and Regulations may be modified at any time. The Township may close the Meeting Rooms for public use at any time.