

**NOVEMBER 17, 2014 WORK STUDY MEETING, TENTATIVE AGENDA**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

**UNFINISHED BUSINESS:**

1. Discussion on the revised Municipal Center, Community Center, Multi-Purpose Room and Gymnasium meeting Rooms Policy, Rules and Regulations and Application with Release and Waiver of Liability.
2. Discussion on the purchase of six (6) emergency sirens from West Shore Services.
3. Discussion on revised Auto Zone Stormwater System Maintenance and Repair Agreement.

**NEW BUSINESS:**

1. Discussion on the Planning and Economic Development Director Job Description and Personal Services agreement between Murray J. Knowles III and the Township.
2. Discussion on the Job Description of the Executive Assistant to the Supervisor dated 11-10-14.
3. Discussion on the 2015 Proposed Fee Schedules.

**ADJOURNMENT:**

**CLOSED SESSION:**

**ADJOURNMENT:**

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

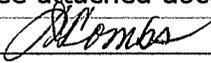
## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING**  
**DATE: NOVEMBER 17, 2014**  
**BOARD MEETING**  
**DATE: DECEMBER 2, 2014**

Consent Agenda \_\_\_\_\_ New Business \_\_\_\_\_ Unfinished Business X Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Discussion on the municipal center, community center, multi-purpose room and gymnasium meeting rooms policy, rules and regulations and the application forms with release and waiver of liability
<b>DEPARTMENT</b>	Clerk/Recreation
<b>PRESENTER</b>	Attorney Chris Hogg
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Discuss amended draft of room usage policies and application forms	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
This item was discussed during work study on October 20, 2014. The Board of Trustees discussed changes to the draft document, which have been incorporated in the new version available for your review today.	
<b>BUDGET IMPLICATION</b>	
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Yes
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	In attendance
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	See attached documentation for additional information.
<b>APPROVAL OF SUPERVISOR</b>	

## CHARTER TOWNSHIP OF VAN BUREN

### MUNICIPAL CENTER MEETING ROOMS POLICY, RULES AND REGULATIONS

#### *General Policy Regarding Reservations 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 reserved~~ on a first come first serve basis and without regard to race, national origin, sex, religion, color, or any other protected class: Denton Room, Otisville Room, and Sheldon Room, Willow Run Room, and Rawsonville Room ("Meeting Rooms"). The Township Board Room, Willow Run Room, and Rawsonville Room ~~are~~ not available for rent, ~~for use by the public and shall be used exclusively for governmental functions, including (but not limited to) Township Board Meetings.~~ Meeting Rooms must be reserved by submitting an application, ~~in person and~~ on a form approved by the Township, to the Township Clerk's office. The application can be obtained at the Municipal Center or on the Township's website. ~~Applications will not be accepted by fax or email.~~ 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"), and 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 reserved by:

- ~~(1) Individuals who are residents of the Township (i.e. those that pay property taxes to the Township); or~~
- (1) Individual Applicants who reside within the Township, or if the Applicant does not reside within the Township, Applicants that are submitting the application on behalf of the Applicant's Agent, who resides 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 reserved or used for any type of commercial activity. All non-profit organizations and individuals reserving or using the Township Meeting Rooms must, at all times, comply with ~~this Policy,~~ 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: 1:00 pm – 5:30 pm

#### **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 147 days or more prior to the scheduled event, the fees and deposits (if applicable) will be refunded to the Applicant. If the Applicant cancels their reservation request less than 147 days prior to the scheduled event, no refund will be made, but the Applicant may reschedule their rental for a new date and time. ~~fees will be forfeited and not refunded, but deposits will be refunded. If the Applicant cancels their reservation request within 48 hours of the scheduled event, or does not appear for the scheduled event, fees and deposits will be forfeited and not refunded.~~ 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. ~~If the Township deems it necessary to cancel a reservation, all fees and deposits will be refunded to the Applicant.~~ The Township reserves the right to cancel any reservation, and reserves the right to immediately revoke access/use, if it reasonably believes ~~finds~~ 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 fees and deposits (if applicable) will be forfeited and not refunded. Additionally, in such cases, the Applicant and/or non-profit organization may be barred from future reservations and use of the Meeting Rooms. The Township reserves the right to cancel, postpone, reschedule, or move (to another Meeting Room), any Meeting Room reservations. ~~The~~ All fees and deposits (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”.

#### **Meeting Room Rules**

1. As noted in the General Policy section, above, reservations for use of 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 reserved or 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 certain 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 requests to reserve a Meeting Room. Scheduled reservations may be cancelled by the Township in order to accommodate a Township function, ~~or for an emergency, or for any other reason.~~ Full refunds of fees and deposits will be provided if the Township cancels the room rental without fault by the Applicant
5. Upon submitting the application, the Applicant may be required to provide documentation ~~photo ID in order to prove eligibility to reserve/use a Meeting Room, (i.e. age and/or residency requirements).~~ 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, ~~and~~ and ~~failure to timely provide adequate information will result in a denial of the application.~~
6. ~~In addition to payment of the required fee to reserve and use a Meeting Room, all Applicants must provide a \$50.00 security deposit for each Meeting Room reserved. The fee and deposits shall be waived for governmental entities/departments using a Meeting Room for a governmental function. A Meeting Room will only be reserved upon receipt of full payment of the all fees and deposits (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 \$50.00 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 All deposits will be returned if the request application is denied. ~~Any request for such approval should be made at the time the application is submitted. The Township, at its sole discretion, may reject any request to serve food and/or beverages. If the request for approval is granted, an additional \$50.00 security deposit is required. 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.~~
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 rental reservations and use. ~~will cause the Applicant to forfeit the security deposit(s) to the Township in full, or in part, depending on the condition that the Meeting Room was left in and the amount of time required to restore the Meeting Room to the state it was in prior to the meeting.~~
9. 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 ~~twice~~ per month.

10. 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.
11. ~~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. (whose presence is required). 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 with the Building Monitor in order to check for damages. Failure to properly check out may result in additional fees levied and restricted access from future use may result in the Applicant and the Applicant's Agent (if applicable) being barred from future rental reservations and use.~~
12. 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, roughhousing, 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. ~~The Applicant shall immediately report Any violation(s) of these Meeting Room Rules and Regulations must be immediately reported to thea Building Monitor, or other Township employee.~~
13. 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 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 reserved or 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 marihuana (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 marihuana or anything containing form of 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, ~~and/or Township staff~~. Any injuries that occur to an individual while on Township property must be immediately reported to the Building Monitor, ~~and/or Township staff~~.
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 ~~(for example, if the Meeting Room is not readily available for set up during the proposed set up time)~~, 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 reserve and use a Meeting Room the Applicant, and the Applicant's Agent (if applicable), shall agree as follows:

**RELEASE AND WAIVER OF LIABILITY**

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**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 reserve and use 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 reservation and/or use of a Meeting Room. I understand and agree that, in consideration for being permitted to reserve and use 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 reservation or 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 reservation and/or use of a Meeting Room. Accordingly, I understand that in order to reserve 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 reservation or 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.**

34. The Township is not responsible for damage or theft of personal items.
35. A certificate of insurance naming the Township, its Board, and/or its agents, employees, and representatives as additional insureds may be required.
36. 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.
37. 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 Recreation Coordinator. In no event shall any such use impede the safe flow of traffic, pedestrian use or safe ingress or egress of the building.
38. For safety issues, please notify the Township Clerk's Office and contact the Township police department at 734-699-8930. For emergencies call 911.
39. 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.
40. 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.

**CHARTER TOWNSHIP OF VAN BUREN**  
**COMMUNITY CENTER**  
**MULTI-PURPOSE ROOM AND GYMNASIUM**  
**POLICY, RULES AND REGULATIONS**

*General Policy Regarding Reservations and Use*

In an effort to better serve its residents, the Charter Township of Van Buren (the "Township"), allows residents of the Township (~~i.e. those that pay property taxes to the Township~~) to rent the Township Parks and Recreation Department's Multi-Purpose Room to host their private parties and events. By way of example and not limitation, some examples of such events include birthday parties, bridal showers, baby showers, and graduation parties. Reservations are accepted on a first come first serve basis and without regard to race, national origin, sex, religion, color, or any other protected class. With the exception of the Gymnasium, all other rooms within the Community Center (the dining room, the senior center, and all other rooms) are not available for rent and are used exclusively by the Township for Township organized functions. The Gymnasium is available for rent by Township residents (~~i.e. those that pay property taxes to the Township~~) for their private use for recreational and sporting events. ~~However, please note that~~ the availability of the Multi-Purpose Room and Gymnasium may be severely limited, or completely restricted, during the dates and times that the Township Parks and Recreation Department has events or activities scheduled ~~issued its own schedule for recreational and sporting events held open to the public, which takes priority over private use.~~ The Multi-Purpose Room and Gymnasium must be reserved by submitting an application, ~~in person and,~~ on a form approved by the Township, to the Township Parks and Recreation Department. The application can be obtained through the Parks and Recreation Department or on the Township's website. ~~Applications will not be accepted by fax or email.~~ 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 Multi-Purpose Room and/or Gymnasium 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 person securing the reservation (the "Applicant") must be 18 years of age or older and must be present during the time the Multi-Purpose Room and/or Gymnasium is being used. Individuals reserving or using these facilities must, at all times, comply with all application requirements, this Policy and the Rules and Regulations set forth herein ~~this Policy, all application requirements, and the Rules and Regulations set forth herein~~ (collectively, the "Rules and Regulations"). The Multi-Purpose Room and Gymnasium are generally available as set forth in the "Schedule and Hours" section, below. The Multi-Purpose Room and Gymnasium 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 Multi-Purpose Room and Gymnasium are generally available for rent only during the following days and times:

Monday – Saturday: The Multi-Purpose Room and Gymnasium are generally not available on Weekdays or Saturdays, as these rooms are normally used to host Township organized activities and events on these days

Sunday: Multi-Purpose Room: 2:00 pm – 5:30 pm  
Gymnasium: 2:30 pm – 5:00 pm

Please check the Township’s website for additional availability. This information may also be obtained through the Parks and Recreation Department

### Cancellations

Applicants are required to call and cancel if they will not be using the Multi-Purpose Room and/or Gymnasium 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. All refunds will be issued pursuant to the Township policy and may take up to six weeks. If the Township deems it necessary to cancel a reservation, the all-fees and deposits (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 finds that: (1) the Applicant has misrepresented the proposed use of the Multi-Purpose Room or Gymnasium; (2) the Applicant advertises or otherwise holds out to the public that their event is generally open to the public, or actually hosts such a meeting in the Multi-Purpose Room or Gymnasium; or (3) the Applicant otherwise does not comply with these Rules and Regulations. In all such cases, the fees and deposits (if applicable) will be forfeited and not refunded. Additionally, in such cases, the Applicant may be barred from future reservations and use of the Multi-Purpose Room or Gymnasium. The Township reserves the right to cancel, postpone, or reschedule, or move any reservation. The All fees and deposits (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”.

*Multi-Purpose Room and Gymnasium Rules*

1. Reservations for the Multi-Purpose Room and/or Gymnasium will only be accepted by individual Applicants who reside within the Township, or if the Applicant does not reside within the Township, Applicants that are submitting the application on behalf of the Applicant's Agent, who resides within the Township;
2. ~~When available for rent, the~~ Multi-Purpose Room and/or Gymnasium are to be used by Township residents only to host their private recreational and social events. These events **shall not** be held open to the public. Should an individual desire to hold a meeting open to the public at large, the Township allows such meetings to take place (if otherwise eligible) in the Municipal Center Meeting Rooms (please see Municipal Center Meeting Rooms Policy, Rules and Regulations).
3. Admission fees to attend such a private event 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.
4. Township functions will take precedence over all requests to reserve the Multi-Purpose Room or Gymnasium. Scheduled reservations may be cancelled by the Township in order to accommodate a Township function or the Township's schedule of activities and open gym events. During open gym events, individuals may be required to produce a photo ID. Residents of the Township and students may receive a discount on the fee charged to participate in open gym events. The fee charge to participate in an open gym event is subject to change. Therefore, please check the Township website for the current rates. This information can also be obtained through the Parks and Recreation Department. All individuals using the Multi-Purpose Room or Gymnasium, whether for a private event or a Township organized activity or event ~~for an open gym event~~, must comply with these Rules and Regulations. Failure to do so may result in the individual being barred from the premises.
5. Upon submitting an application to reserve the Multi-Purpose Room and/or Gymnasium, the Applicant may be required to provide documentation ~~a photo ID in order to~~ prove eligibility to reserve/use the Multi-Purpose Room and/or Gymnasium, ~~(i.e. age and/or residency requirements)~~. Among other required information, the application must provide a description of the proposed use of the Multi-Purpose Room and/or Gymnasium. The Township may request additional information and details regarding the proposed use of these facilities, or other information relating to eligibility for use of same. Failure to timely provide adequate information will result in a denial of the application.

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6. ~~In addition to payment of the required fee to reserve and use the Multi-Purpose Room and/or Gymnasium, all Applicants must provide a \$50.00 security deposit at the time the application is submitted to use the Multi-Purpose Room or Gymnasium, or \$100.00 security deposit to use both, the Multi-Purpose Room and Gymnasium. The Multi-Purpose Room and/or Gymnasium will only be reserved upon receipt of full payment of all fees and deposits. No partial payments will be accepted. The Multi-Purpose Room and/or Gymnasium will only be reserved upon receipt of full payment of the fee and deposit (if applicable). No partial payments will be accepted.~~ The fees to rent the Multi-Purpose Room and/or Gymnasium are subject to change. Therefore, please check the Township website for the current rates. This information can also be obtained through the Parks and Recreation Department.
7. Food and ~~beverages~~ drinks (other than water) ~~are~~ prohibited in the Gymnasium. An Applicant desiring to serve food and/or beverages in the Multi-Purpose Room must receive prior written approval from the Township Parks and Recreation Department. 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 Park and Recreation Department, 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 the request for approval is granted, an additional \$50.00 security deposit must be submitted with the application is required, 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 All deposits will be returned if the request application is denied.
8. At the expiration of the time set forth in the approved application, the Multi-Purpose Room and/or Gymnasium must be returned to the same state and condition as it was 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 rental reservations and use. ~~will cause the Applicant to forfeit the security deposit(s) to the Township in full, or in part, depending on the condition that the Multi-Purpose Room and/or Gymnasium was left in and the amount of time required to restore the Meeting Room to the state it was in prior to the meeting.~~

9. The Township cannot guarantee that action will be taken on an application submitted less than 21 days prior to the requested reservation 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 may not reserve the Multi-Purpose Room or Gymnasium more than once per month. An individual may not reserve the Gymnasium more than once per week.
10. At least one Building Monitor will be on duty during all hours of building operation. Individuals using the Multi-Purpose Room or Gymnasium 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 the Multi-Purpose Room and Gymnasium in order to ensure compliance with all Rules and Regulations and that, even though the events may be private and not generally open to the public, the Building Monitor(s) and other Township employees shall have full access to any and all areas and spaces within the Multi-Purpose Room or Gymnasium in order to monitor usage.
11. 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 identification in order to ensure that the individual checking in is actually the Applicant or Applicant's Agent (whose presence is required). The Applicant, or the Applicant's Agent (if applicable), is responsible for inspecting the Multi-Purpose Room and/or Gymnasium for damage or other problems prior to the scheduled event. Any damages or other problems 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 scheduled event has ended, the Applicant, or the Applicant's Agent, must inspect the Multi-Purpose Room or Gymnasium with the Building Monitor 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 rental reservations and use, additional fees levied and restricted access from future use.
12. All persons using the Multi-Purpose Room or Gymnasium 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 scheduled event comply with these Rules and Regulations. ~~The Applicant shall immediately report Any violation(s) of these Rules and Regulations must be immediately reported to the Building Monitor, or other Township employee.~~

13. The Applicant and the Applicant's Agent (if applicable) are 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 for damage or misuse of Township property, determinations regarding forfeiture of security deposits, determinations regarding violations of the Rules and Regulations and the penalties imposed for same, are final.
14. As noted above, the Multi-Purpose Room is available for rent by Township residents to host their private recreational or social events/parties. The Gymnasium is available for rent by Township residents to host their private recreational and sporting activities. Therefore, the Multi-Purpose Room and Gymnasium shall not be reserved or used for commercial activity or for political activity. Political activity includes, by way of example and not limitation: 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.
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 on Township property

17. Smoking is prohibited in the interior spaces of Township property. Individuals who desire to smoke must do so outdoors and at a distance greater than 10 feet from any entrance/exit.

17.—

18.— Drugs are prohibited on Township property, 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 marihuana (or marijuana) pursuant to Michigan's Medical Marihuana

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Act (MMA), MCL 333.26421 *et. seq.*, please note that, even though the events are required to be private events that are not held open to the general public, any and all use and/or consumption of marihuana or anything containing Tetrahydrocannabinol (THC), is prohibited on Township property ~~any and all use and/or consumption of marihuana or any form of Tetrahydrocannabinol (THC), is prohibited on Township property.~~

~~19.~~18. \_\_\_\_\_

~~20.~~19. \_\_\_\_\_ Any damage to Township property, no matter how trivial, must be immediately reported to the Building Monitor, ~~and/or Township staff.~~ Any injuries that occur to an individual while on Township property must be immediately reported to the Building Monitor, ~~and/or Township staff.~~

~~21.~~20. \_\_\_\_\_ Township property shall not be removed from the Multi-Purpose Room or Gymnasium.

~~22.~~21. \_\_\_\_\_ Using, removing, or disturbing any supplies, bulletin boards, or any other items or materials is prohibited without prior written approval from the Township Parks and Recreation Department.

~~23.~~22. \_\_\_\_\_ The Multi-Purpose Room and Gymnasium must be vacated and cleaned by the time set forth in the application that has been approved by the Township. These facilities may not be used until the approved scheduled start time. No exceptions will be made.

~~24.~~23. \_\_\_\_\_ Events shall be confined to the Multi-Purpose Room and Gymnasium, as the case may be, with the exception of using of restrooms and common areas. Use of hallways within the Community Center for an event, or for overflow of an event, is prohibited. Roaming the hallways, other common areas, or other rooms/spaces within the Community and Municipal Center is prohibited.

~~25.~~24. \_\_\_\_\_ Propping open exterior doors is prohibited unless prior written permission is obtained from the Parks and Recreation Department.

~~26.~~25. \_\_\_\_\_ Placement of posters, banners, decorations, or other items are the responsibility of the Applicant. 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 any manner that causes holes, marks, or leaves any remnants. If the Applicant desires signs to be posted outdoors, the Applicant must gain prior approval from the Development Department.

~~27.~~26. \_\_\_\_\_ Writing on glass, tables, windows, mirrors, walls, or any other surface is prohibited.

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~~28-~~27. Tables and chairs are provided for the Multi-Purpose Room. Tables are 3 feet wide by 6 feet long. However, the Applicant must notify the Parks and Recreation Department at least 48 hours in advance of the final expected headcount, the number of table and chairs needed, and any reasonable requests as to the Applicants desired set up. Use of Township equipment (copy machines, computers, typewriters, fax machines, telephones, and any other Township property) is prohibited. Tables and chairs shall not be dragged or thrown.

~~29-~~28. A kitchen is not available. If the Applicant needs to keep items frozen, prior approval to use the freezer must be obtained from the Parks and Recreation Department and use of the freezer may be subject to conditions. A refrigerator is not available. Paper products, and other materials, that may be needed to host an event are not included and are the responsibility of the Applicant.

~~30-~~29. Requests for electrical extensions should be made to the Township at the time of submitting the application.

~~31-~~30. 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 Multi-Purpose Room or Gymnasium, wherever the group may be, 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-~~31. The Township is not responsible for equipment or supplies brought in by groups. Items delivered to the Community Center will not be stored.

~~33-~~32. 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 the Multi-Purpose Room or Gymnasium. Therefore, in order to reserve and use the Multi-Purpose Room or Gymnasium the Applicant, and the Applicant's Agent (if applicable), shall agree as follows:

**RELEASE AND WAIVER OF LIABILITY**

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**I have read and understand the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations. I understand and agree to fully comply with the Community Center Multi-Purpose Room and Gymnasium 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 reserve and use the Township Multi-Purpose Room and/or Gymnasium. 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 reservation and/or use of the Multi-Purpose Room or Gymnasium. I understand and agree that, in consideration for being permitted to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. I shall indemnify, defend, and hold harmless the Township for any claims made as a result of, or relating to, the reservation and/or use of the Multi-Purpose Room or Gymnasium. Accordingly, I understand that in order to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. This shall include (but is not limited to) claims for personal injury (bodily injury or emotional injury), illness, death, and/or property damage.

34-33. \_\_\_\_\_ The Township is not responsible for damage or theft of personal items.

35.34. Street and dance shoes are prohibited in the gym.

36.35. Individuals must respect the equipment in the gym and are not permitted to use this equipment for private events without prior written approval from the Parks and Recreation Department. Climbing on gymnastic equipment, the Jazzercise stage, or other Township property is prohibited.

37.36. If renting the Gymnasium, proper indoor equipment must be used at all times for the recreational or sporting event or practice that is approved. The Building Monitor and other Township employees will monitor this activity.

38.37. Inflatables and/or bounce houses are prohibited.

39.38. Used basketballs, volleyball, soccer balls, footballs, and other sporting equipment can be rented at the Parks and Recreation Department front desk. The renter's driver's license or photo ID must be given to the Township staff as a security deposit for the return of such equipment. The renter's driver's license or photo ID will be returned once the equipment is returned undamaged. If the equipment is not returned, or is returned in a damaged state, the renter's driver's license or photo ID will be held until satisfactory payment arrangements are made for the damaged equipment.

40.39. The Township reserves the right to cancel, postpone, or reschedule room rentals, ~~due to emergencies. If the Township deems it necessary to cancel a reservation, the fee and deposit (if applicable) will be refunded to the Applicant. Full refunds of fees and deposits will be provided if the Township cancels the room rental without fault by the Applicant~~

41.40. A certificate of insurance naming the Township, its Board, and/or its agents, employees, and representatives as additional insureds may be required.

42.41. All state and local licenses or permits necessary to hold an event, if needed, are the responsibility of the Applicant and must be displayed as required by law.

43.42. Music may be played quietly at private events. The Applicant is responsible for providing their own music, if desired. If music is not kept to an indoor volume, recreation staff will require that the music be turned off. Music containing profanities is prohibited. DJ's are prohibited unless prior written approval is obtained from the Parks and Recreation Department.

44.43. The Applicant, or the Applicant's Agent (if applicable),s must abide by the times (start and end times) and dates that were requested and approved for their scheduled events.

45.44. 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 the Multi-Purpose Room or Gymnasium, 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 Recreation Coordinator. In no event shall any such use impede the safe flow of traffic, pedestrian use or safe ingress or egress of the building.

46.45. For safety issues, please notify Parks and Recreation Department front desk and contact the Township police department at 734-699-8930. For emergencies call 911.

47.46. All fire regulations for the Municipal Community Center must be observed including (but not limited to): (1) keeping exits clear at all times; (2) Multi-Purpose Room capacity is 53 people with tables and chairs or 160 standing room only; and (3) use of any open flame for any reason is prohibited unless prior written approval is obtained from both the Parks and Recreation Department and the Township Fire Department. This includes (but is not limited to) burning candles or chafers

48.47. These Rules and Regulations may be modified at any time. The Township may close the Multi-Purpose Room and Gymnasium for public use at any time.

# CHARTER TOWNSHIP OF VAN BUREN

## APPLICATION TO USE MUNICIPAL CENTER MEETING ROOM AND RELEASE AND WAIVER OF LIABILITY

Please type or print legibly

~~This application must be submitted in person by the individual completing this form (the "Applicant"). Applications will not be accepted by fax or email. 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. This 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, and must be present during the time the Meeting Room is being used. Please read the Municipal Center Meeting Rooms Policy, Rules, and Regulations rules before completing this form. The form must be completed in full before a decision regarding use can be made.~~

### Section 1:

Applicant's Name: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

Please check one:

\_\_\_\_\_ I reside within the Township

\_\_\_\_\_ I am submitting this application on behalf of an individual who resides within the Township and I am providing a written designation that this person has agreed to be my agent for purposes of this rental;

\_\_\_\_\_ I am an authorized agent or employee of a non-profit organization located within the Township;

\_\_\_\_\_ I am 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;

\_\_\_\_\_ None of the above

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_



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Anticipated Attendance—Total: \_\_\_\_\_ Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Day of the Week: MO TU WE TH FR SA SU

Requested Time In: \_\_\_\_\_ a.m./p.m. Requested Time Out: \_\_\_\_\_ a.m./p.m.  
(Please note that Time In and Time Out includes set-up and take down time)

Room(s) Requested: \_\_\_\_\_

Special Equipment Request: \_\_\_\_\_

Does the Applicant desire to serve food and/or beverages? If so please describe: \_\_\_\_\_

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If the Applicant proposes to serve food and/or beverages, an additional \$50.00 security deposit must be submitted with this application. ~~The~~All deposits will be returned if the ~~request~~application is denied. ~~The security deposit for service of food and/or beverages will be returned if the request is denied.~~ Please note that the Meeting Room Policy, Rules, and Regulations contain important information and limitations regarding storing and serving food and beverages.

Number of tables and chairs needed (if applicable) Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_  
(Tables are 3 feet by 6 feet)

Additional Request(s): \_\_\_\_\_

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**Section 4: ATTENTION: Please read this Section carefully before signing this form**

If the Meeting Room will be used by a non-profit organization, the Applicant must be authorized to complete this form, including executing the Release and Waiver of Liability (below) on behalf of the organization.

**RELEASE AND WAIVER OF LIABILITY**

**I have read and understand the Municipal Meeting Rooms Policy, Rules, and Regulations. I understand and agree that I must 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 reserve and use 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 reservation and/or use of a Meeting Room. I understand and agree that, in consideration for being permitted to reserve and use 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 reservation or 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 reservation and/or use of a Meeting Room. Accordingly, I understand that in order to reserve 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 reservation or 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.

**Section 5:**

I certify that the above information is true and accurate. I agree to fully comply with the Municipal Meeting Rooms Policy, Rules, and Regulations (which I have read), and I agree to the above Release and Waiver of Liability on behalf of myself and any non-profit organization identified in Section 2.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant's Agent \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

**Section 6: FOR OFFICIAL USE ONLY—The Township will complete this Section**

Amount of Fee received: \_\_\_\_\_ Amount of Security Deposit received: \_\_\_\_\_

Name of Meeting Room(s): \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Additional Information Needed and/or Other Conditions and Requirements: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**CHARTER TOWNSHIP OF VAN BUREN**  
**APPLICATION TO USE COMMUNITY CENTER**  
**MULTI-PURPOSE ROOM AND/OR GYMNASIUM AND**  
**RELEASE AND WAIVER OF LIABILITY**

Please type or print legibly

~~This application must be submitted in person by the individual completing this form (the "Applicant"). Applications will not be accepted by fax or email. The Applicant must be a resident of the Township (i.e. one who pays property taxes to the Township). 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 Multi-Purpose Room or Gymnasium is being used. This application must also be signed by the Applicant's Agent, either at the time the application is submitted or when checking in at the Community Center recreation desk prior to using the Multi-Purpose Room and/or Gymnasium, and must be present during the time the Multi-Purpose Room and/or Gymnasium are being used. Please read the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations rules before completing this form. The form must be completed in full before a decision regarding use can be made.~~

**Section 1:**

Applicant's Name: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

Do you pay property taxes to Van Buren Township? (check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Please check one:

- \_\_\_\_\_ I reside within the Township Formatted: Font (Default) Times New Roman
- \_\_\_\_\_ I am submitting this application on behalf of an individual who resides within the Township and I am providing a written designation that this person has agreed to be my agent for purposes of this rental Formatted: Justified
- \_\_\_\_\_ None of the above Formatted: Justified, Indent: Left: 1"
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- \_\_\_\_\_ None of the above Formatted: Font color: Auto
- \_\_\_\_\_ None of the above Formatted: Indent: Left: 1"

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

**Section 2:**

Please describe how the Multi-Purpose Room and/or Gymnasium will be used. What type of activity will take place and for what purpose? Attach additional pages if needed. Failure to adequately complete this Section may result in a delay or denial of approval. Additional information may be requested:

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Anticipated Attendance—Total: \_\_\_\_\_ Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Day of the Week: MO TU WE TH FR SA SU

Requested Time In: \_\_\_\_\_ a.m./p.m. Requested Time Out: \_\_\_\_\_ a.m./p.m.

—(Please note that Time In and Time Out includes set-up and take down time)

Facility Requested (please check one or both of the following):

Multi-Purpose Room: \_\_\_\_\_ Gymnasium: \_\_\_\_\_

Special Equipment Request: \_\_\_\_\_

Does the Applicant desire to serve food and/or beverages? If so please describe: \_\_\_\_\_

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If the Applicant proposes to serve food and/or beverages, an additional \$50.00 security deposit must be submitted with this application. ~~The All deposits will be returned if the request application is denied. All deposits will be returned if the application is denied. The security deposit for service of food and/or beverages will be returned if the request is denied. Please note that the Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations contain important information and limitations regarding storing and serving food and beverages.~~

Number of tables and chairs needed (if applicable) Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_  
(Tables are 3 feet by 6 feet)

Additional Request(s): \_\_\_\_\_

**Section 4:** ATTENTION: Please read this Section carefully before signing this form

**RELEASE AND WAIVER OF LIABILITY**

**I have read and understand the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations. I understand and agree that I must fully comply with the Community Center Multi-Purpose Room and Gymnasium 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 reserve and use the Township Multi-Purpose Room and/or Gymnasium. 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 reservation and/or use of the Multi-Purpose Room or Gymnasium. I understand and agree that, in consideration for being permitted to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. I shall indemnify, defend, and hold harmless the Township for any claims made as a result of, or relating to, the reservation and/or use of the Multi-Purpose Room or Gymnasium. Accordingly, I understand that in order to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. This shall include (but is not limited to) claims for personal injury (bodily injury or emotional injury), illness, death, and/or property damage.**

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**Section 5:**

I certify that the above information is true and accurate. I agree to fully comply with the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations (which I have read), and I agree to the above Release and Waiver of Liability.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant's Agent \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

**Section 6: FOR OFFICIAL USE ONLY—The Township will complete this Section**

Amount of Fee received: \_\_\_\_\_ Amount of Security Deposit received: \_\_\_\_\_

Facility (or facilities) requested: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Additional Information Needed and/or Other Conditions and Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

# CHARTER TOWNSHIP OF VAN BUREN

## MUNICIPAL CENTER MEETING ROOMS POLICY, RULES AND REGULATIONS

### *General Policy Regarding Reservations 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 on a first come first serve basis and without regard to race, national origin, sex, religion, color, or any other protected class: Denton Room, Otisville Room, and Sheldon Room (“Meeting Rooms”). The Township Board Room, Willow Run Room, and Rawsonville Room are not available for rent.. Meeting Rooms must be reserved by submitting an application on a form approved by the Township, to the Township Clerk’s office. 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 reserved by:

- (1) Individual Applicants who reside within the Township, or if the Applicant does not reside within the Township, Applicants that are submitting the application on behalf of the Applicant’s Agent, who resides 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 reserved or used for any type of commercial activity. All non-profit organizations and individuals reserving or using 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: 1:00 pm – 5:30 pm

### ***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 future reservations and use of the Meeting Rooms. 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”.

### ***Meeting Room Rules***

1. As noted in the General Policy section, above, reservations for use of 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 reserved or 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 certain 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 requests to reserve a Meeting Room. 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 reserve/use 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 \$50.00 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 rental reservations and use.
9. 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.
10. 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.
11. 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 rental reservations and use.

12. 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, roughhousing, 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.
13. 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 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 reserved or 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 marihuana (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 marihuana 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 reserve and use a Meeting Room the Applicant, and the Applicant's Agent (if applicable), shall agree as follows:

#### **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 reserve and use 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 reservation and/or use of a Meeting Room. I understand and agree that, in consideration for being permitted to reserve and use 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 reservation or 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 reservation and/or use of a Meeting Room. Accordingly, I understand that in order to reserve 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 reservation or 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.**

34. The Township is not responsible for damage or theft of personal items.
35. A certificate of insurance naming the Township, its Board, and/or its agents, employees, and representatives as additional insureds may be required.
36. 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.
37. 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.
38. For safety issues, please notify the Township Clerk's Office and contact the Township police department at 734-699-8930. For emergencies call 911.
39. 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.

40. 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.

# CHARTER TOWNSHIP OF VAN BUREN

## APPLICATION TO USE MUNICIPAL CENTER MEETING ROOM AND RELEASE AND WAIVER OF LIABILITY

Please type or print legibly

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. This 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. Please read the Municipal Center Meeting Rooms Policy, Rules, and Regulations rules before completing this form. The form must be completed in full before a decision regarding use can be made.

### **Section 1:**

Applicant's Name: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

Please check one:

\_\_\_\_\_ I reside within the Township

\_\_\_\_\_ I am submitting this application on behalf of an individual who resides within the Township and I am providing a written designation that this person has agreed to be my agent for purposes of this rental;

\_\_\_\_\_ I am an authorized agent or employee of a non-profit organization located within the Township;

\_\_\_\_\_ I am 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;

\_\_\_\_\_ None of the above

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_



Anticipated Attendance—Total: \_\_\_\_\_ Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Day of the Week: MO TU WE TH FR SA SU

Requested Time In: \_\_\_\_\_ a.m./p.m. Requested Time Out: \_\_\_\_\_ a.m./p.m.  
(Please note that Time In and Time Out includes set-up and take down time)

Room(s) Requested: \_\_\_\_\_

Special Equipment Request: \_\_\_\_\_

Does the Applicant desire to serve food and/or beverages? If so please describe: \_\_\_\_\_

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If the Applicant proposes to serve food and/or beverages, a \$50.00 security deposit must be submitted with this application. The deposit will be returned if the request is denied. **Please note that the Meeting Room Policy, Rules, and Regulations contain important information and limitations regarding storing and serving food and beverages.**

Number of tables and chairs needed (if applicable) Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_  
(Tables are 3 feet by 6 feet)

Additional Request(s): \_\_\_\_\_

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**Section 4: ATTENTION: Please read this Section carefully before signing this form**

If the Meeting Room will be used by a non-profit organization, the Applicant must be authorized to complete this form, including executing the Release and Waiver of Liability (below) on behalf of the organization.

**RELEASE AND WAIVER OF LIABILITY**

**I have read and understand the Municipal Meeting Rooms Policy, Rules, and Regulations. I understand and agree that I must 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 reserve and use 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 reservation and/or use of a Meeting Room. I understand and agree that, in consideration for being permitted to reserve and use 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 reservation or 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 reservation and/or use of a Meeting Room. Accordingly, I understand that in order to reserve 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 reservation or 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.

**Section 5:**

I certify that the above information is true and accurate. I agree to fully comply with the Municipal Meeting Rooms Policy, Rules, and Regulations (which I have read), and I agree to the above Release and Waiver of Liability on behalf of myself and any non-profit organization identified in Section 2.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant's Agent (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**Section 6: FOR OFFICIAL USE ONLY—The Township will complete this Section**

Amount of Fee received: \_\_\_\_\_ Amount of Security Deposit received: \_\_\_\_\_

Name of Meeting Room(s): \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Additional Information Needed and/or Other Conditions and Requirements: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

# CHARTER TOWNSHIP OF VAN BUREN

## COMMUNITY CENTER MULTI-PURPOSE ROOM AND GYMNASIUM POLICY, RULES AND REGULATIONS

### *General Policy Regarding Reservations and Use*

In an effort to better serve its residents, the Charter Township of Van Buren (the “Township”), allows residents of the Township to rent the Township Parks and Recreation Department’s Multi-Purpose Room to host their private parties and events. By way of example and not limitation, some examples of such events include birthday parties, bridal showers, baby showers, and graduation parties. Reservations are accepted on a first come first serve basis and without regard to race, national origin, sex, religion, color, or any other protected class. With the exception of the Gymnasium, all other rooms within the Community Center (the dining room, the senior center, and all other rooms) are not available for rent and are used exclusively by the Township for Township organized functions. The Gymnasium is available for rent by Township residents for their private use for recreational and sporting events. Please note that the availability of the Multi-Purpose Room and Gymnasium may be severely limited, or completely restricted, during the dates and times that the Township Parks and Recreation Department has events or activities scheduled, which takes priority over private use. The Multi-Purpose Room and Gymnasium must be reserved by submitting an application, on a form approved by the Township, to the Township Parks and Recreation Department. The application can be obtained through the Parks and Recreation Department 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 Multi-Purpose Room and/or Gymnasium 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. Individuals reserving or using these facilities must, at all times, comply with all application requirements, this Policy and the Rules and Regulations set forth herein (collectively, the “Rules and Regulations”). The Multi-Purpose Room and Gymnasium are generally available as set forth in the “Schedule and Hours” section, below. The Multi-Purpose Room and Gymnasium 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 Multi-Purpose Room and Gymnasium are generally available for rent only during the following days and times:

Monday – Saturday: The Multi-Purpose Room and Gymnasium are generally **not available** on Weekdays or Saturdays, as these rooms are normally used to host Township organized activities and events on these days

Sunday: Multi-Purpose Room: 2:00 pm – 5:30 pm  
Gymnasium: 2:30 pm – 5:00 pm

Please check the Township’s website for additional availability. This information may also be obtained through the Parks and Recreation Department

### ***Cancellations***

Applicants are required to call and cancel if they will not be using the Multi-Purpose Room and/or Gymnasium 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: (1) the Applicant has misrepresented the proposed use of the Multi-Purpose Room or Gymnasium; (2) the Applicant advertises or otherwise holds out to the public that their event is generally open to the public, or actually hosts such a meeting in the Multi-Purpose Room or Gymnasium; or (3) the Applicant otherwise does not comply with these 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 may be barred from future reservations and use of the Multi-Purpose Room or Gymnasium. The Township reserves the right to cancel, postpone, or reschedule any 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”.

### ***Multi-Purpose Room and Gymnasium Rules***

1. Reservations for the Multi-Purpose Room and/or Gymnasium will only be accepted by individual Applicants who reside within the Township, or if the Applicant does not reside within the Township, Applicants that are submitting the application on behalf of the Applicant’s Agent, who resides within the Township;

2. The Multi-Purpose Room and/or Gymnasium are to be used by Township residents only to host their private recreational and social events. These events **shall not** be held open to the public. Should an individual desire to hold a meeting open to the public at large, the Township allows such meetings to take place (if otherwise eligible) in the Municipal Center Meeting Rooms (please see Municipal Center Meeting Rooms Policy, Rules and Regulations).
3. Admission fees to attend such a private event 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.
4. Township functions will take precedence over all requests to reserve the Multi-Purpose Room or Gymnasium. Scheduled reservations may be cancelled by the Township in order to accommodate a Township function or the Township's schedule of activities and events. During open gym events, individuals may be required to produce a photo ID. Residents of the Township and students may receive a discount on the fee charged to participate in open gym events. The fee charge to participate in an open gym event is subject to change. Therefore, please check the Township website for the current rates. This information can also be obtained through the Parks and Recreation Department. All individuals using the Multi-Purpose Room or Gymnasium, whether for a private event or a Township organized activity or event, must comply with these Rules and Regulations. Failure to do so may result in the individual being barred from the premises.
5. Upon submitting an application to reserve the Multi-Purpose Room and/or Gymnasium, the Applicant may be required to provide documentation to prove eligibility to reserve/use the Multi-Purpose Room and/or Gymnasium. Among other required information, the application must provide a description of the proposed use of the Multi-Purpose Room and/or Gymnasium. The Township may request additional information and details regarding the proposed use of these facilities, or other information relating to eligibility for use of same. Failure to timely provide adequate information will result in a denial of the application.
6. The Multi-Purpose Room and/or Gymnasium will only be reserved upon receipt of full payment of the fee and deposit (if applicable). No partial payments will be accepted. The fees to rent the Multi-Purpose Room and/or Gymnasium are subject to change. Therefore, please check the Township website for the current rates. This information can also be obtained through the Parks and Recreation Department.
7. Food and beverages (other than water) are prohibited in the Gymnasium. An Applicant desiring to serve food and/or beverages in the Multi-Purpose Room must receive prior

written approval from the Township Parks and Recreation Department. 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 \$50.00 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 Multi-Purpose Room and/or Gymnasium must be returned to the same state and condition as it was 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 rental reservations and use.
9. The Township cannot guarantee that action will be taken on an application submitted less than 21 days prior to the requested reservation 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 may not reserve the Multi-Purpose Room more than once per month. An individual may not reserve the Gymnasium more than once per week.
10. At least one Building Monitor will be on duty during all hours of building operation. Individuals using the Multi-Purpose Room or Gymnasium 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 the Multi-Purpose Room and Gymnasium in order to ensure compliance with all Rules and Regulations and that, even though the events may be private and not generally open to the public, the Building Monitor(s) and other Township employees shall have full access to any and all areas and spaces within the Multi-Purpose Room or Gymnasium in order to monitor usage.
11. 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 identification 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 Multi-Purpose Room and/or Gymnasium for damage or other problems prior to the scheduled event. Any damages or other problems 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 scheduled event has ended, the Applicant, or the Applicant's Agent, must inspect the Multi-Purpose Room or Gymnasium with the Building Monitor 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 rental reservations and use.

12. All persons using the Multi-Purpose Room or Gymnasium 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 scheduled event comply with these Rules and Regulations. Any violation(s) of these Rules and Regulations must be immediately reported to the Building Monitor.
13. The Applicant and the Applicant's Agent (if applicable) are 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 for damage or misuse of Township property, determinations regarding forfeiture of security deposits, determinations regarding violations of the Rules and Regulations and the penalties imposed for same, are final.
14. As noted above, the Multi-Purpose Room is available for rent by Township residents to host their private recreational or social events/parties. The Gymnasium is available for rent by Township residents to host their private recreational and sporting activities. Therefore, the Multi-Purpose Room and Gymnasium shall not be reserved or used for commercial activity or for political activity. Political activity includes, by way of example and not limitation: 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.

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 on Township property
17. Smoking is prohibited in the interior spaces of Township property. 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 on Township property, 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 marihuana (or marijuana) pursuant to Michigan's Medical Marihuana Act (MMA), MCL 333.26421 *et. seq.*, please note that, even though the events are required to be private events that are not held open to the general public, any and all use and/or consumption of marihuana 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 the Multi-Purpose Room or Gymnasium.
21. Using, removing, or disturbing any supplies, bulletin boards, or any other items or materials is prohibited without prior written approval from the Township Parks and Recreation Department.
22. The Multi-Purpose Room and Gymnasium must be vacated and cleaned by the time set forth in the application that has been approved by the Township. These facilities may not be used until the approved scheduled start time. No exceptions will be made.
23. Events shall be confined to the Multi-Purpose Room and Gymnasium, as the case may be, with the exception of using of restrooms and common areas. Use of hallways within the Community Center for an event, or for overflow of an event, is prohibited. Roaming

the hallways, other common areas, or other rooms/spaces within the Community and Municipal Center is prohibited.

24. Propping open exterior doors is prohibited unless prior written permission is obtained from the Parks and Recreation Department.
25. Placement of posters, banners, decorations, or other items are the responsibility of the Applicant. 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 any manner that causes holes, marks, or leaves any remnants. If the Applicant desires signs to be posted outdoors, the Applicant must gain prior approval from the Development Department.
26. Writing on glass, tables, windows, mirrors, walls, or any other surface is prohibited.
27. Tables and chairs are provided for the Multi-Purpose Room. Tables are 3 feet wide by 6 feet long. However, the Applicant must notify the Parks and Recreation Department at least 48 hours in advance of the final expected headcount, the number of table and chairs needed, and any reasonable requests as to the Applicants desired set up. Use of Township equipment (copy machines, computers, typewriters, fax machines, telephones, and any other Township property) is prohibited. Tables and chairs shall not be dragged or thrown.
28. A kitchen is not available. If the Applicant needs to keep items frozen, prior approval to use the freezer must be obtained from the Parks and Recreation Department and use of the freezer may be subject to conditions. A refrigerator is not available. Paper products, and other materials, that may be needed to host an event are not included and are the responsibility of the Applicant.
29. Requests for electrical extensions should be made to the Township at the time of submitting the application.
30. 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 Multi-Purpose Room or Gymnasium, wherever the group may be, 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.
31. The Township is not responsible for equipment or supplies brought in by groups. Items delivered to the Community Center will not be stored.
32. 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 the Multi-Purpose Room or Gymnasium. Therefore, in order to reserve and use the Multi-Purpose Room or Gymnasium the Applicant, and the Applicant's Agent (if applicable), shall agree as follows:

**RELEASE AND WAIVER OF LIABILITY**

**I have read and understand the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations. I understand and agree to fully comply with the Community Center Multi-Purpose Room and Gymnasium 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 reserve and use the Township Multi-Purpose Room and/or Gymnasium. 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 reservation and/or use of the Multi-Purpose Room or Gymnasium. I understand and agree that, in consideration for being permitted to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. I shall indemnify, defend, and hold harmless the Township for any claims made as a result of, or relating to, the reservation**

**and/or use of the Multi-Purpose Room or Gymnasium. Accordingly, I understand that in order to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. This shall include (but is not limited to) claims for personal injury (bodily injury or emotional injury), illness, death, and/or property damage.**

33. The Township is not responsible for damage or theft of personal items.
34. Street and dance shoes are prohibited in the gym.
35. Individuals must respect the equipment in the gym and are not permitted to use this equipment for private events without prior written approval from the Parks and Recreation Department. Climbing on gymnastic equipment, the Jazzercise stage, or other Township property is prohibited.
36. If renting the Gymnasium, proper indoor equipment must be used at all times for the recreational or sporting event or practice that is approved. The Building Monitor and other Township employees will monitor this activity.
37. Inflatables and/or bounce houses are prohibited.
38. Used basketballs, volleyball, soccer balls, footballs, and other sporting equipment can be rented at the Parks and Recreation Department front desk. The renter's driver's license or photo ID must be given to the Township staff as a security deposit for the return of such equipment. The renter's driver's license or photo ID will be returned once the equipment is returned undamaged. If the equipment is not returned, or is returned in a damaged state, the renter's driver's license or photo ID will be held until satisfactory payment arrangements are made for the damaged equipment.
39. The Township reserves the right to cancel, postpone, or reschedule room rentals. If the Township deems it necessary to cancel a reservation, the fee and deposit (if applicable) will be refunded to the Applicant.
40. A certificate of insurance naming the Township, its Board, and/or its agents, employees, and representatives as additional insureds may be required.

41. All state and local licenses or permits necessary to hold an event, if needed, are the responsibility of the Applicant and must be displayed as required by law.
42. Music may be played quietly at private events. The Applicant is responsible for providing their own music, if desired. If music is not kept to an indoor volume, recreation staff will require that the music be turned off. Music containing profanities is prohibited. DJ's are prohibited unless prior written approval is obtained from the Parks and Recreation Department.
43. The Applicant, or the Applicant's Agent (if applicable), must abide by the times (start and end times) and dates that were requested and approved for their scheduled events.
44. 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 the Multi-Purpose Room or Gymnasium, 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.
45. For safety issues, please notify Parks and Recreation Department front desk and contact the Township police department at 734-699-8930. For emergencies call 911.
46. All fire regulations for the Municipal Community Center must be observed including (but not limited to): (1) keeping exits clear at all times; (2) Multi-Purpose Room capacity is 53 people with tables and chairs or 160 standing room only; and (3) use of any open flame for any reason is prohibited unless prior written approval is obtained from both the Parks and Recreation Department and the Township Fire Department. This includes (but is not limited to) burning candles or chafers
47. These Rules and Regulations may be modified at any time. The Township may close the Multi-Purpose Room and Gymnasium for public use at any time.

**CHARTER TOWNSHIP OF VAN BUREN**  
**APPLICATION TO USE COMMUNITY CENTER**  
**MULTI-PURPOSE ROOM AND/OR GYMNASIUM AND**  
**RELEASE AND WAIVER OF LIABILITY**

Please type or print legibly

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 Multi-Purpose Room or Gymnasium is being used. This application must also be signed by the Applicant's Agent, either at the time the application is submitted or when checking in at the Community Center recreation desk prior to using the Multi-Purpose Room and/or Gymnasium. Please read the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations rules before completing this form. The form must be completed in full before a decision regarding use can be made.

**Section 1:**

Applicant's Name: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

Please check one:

\_\_\_\_\_ I reside within the Township

\_\_\_\_\_ I am submitting this application on behalf of an individual who resides within the Township and I am providing a written designation that this person has agreed to be my agent for purposes of this rental

\_\_\_\_\_ None of the above

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone # (1): \_\_\_\_\_ Phone # (2): \_\_\_\_\_

**Section 2:**

Please describe how the Multi-Purpose Room and/or Gymnasium will be used. What type of activity will take place and for what purpose? Attach additional pages if needed. Failure to adequately complete this Section may result in a delay or denial of approval. Additional information may be requested:



**Section 4:**     **ATTENTION: Please read this Section carefully before signing this form**

**RELEASE AND WAIVER OF LIABILITY**

**I have read and understand the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations. I understand and agree that I must fully comply with the Community Center Multi-Purpose Room and Gymnasium 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 reserve and use the Township Multi-Purpose Room and/or Gymnasium. 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 reservation and/or use of the Multi-Purpose Room or Gymnasium. I understand and agree that, in consideration for being permitted to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. I shall indemnify, defend, and hold harmless the Township for any claims made as a result of, or relating to, the reservation and/or use of the Multi-Purpose Room or Gymnasium. Accordingly, I understand that in order to reserve and use the Multi-Purpose Room or Gymnasium, 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 reservation or use of the Multi-Purpose Room or Gymnasium. This shall include (but is not limited to) claims for personal injury (bodily injury or emotional injury), illness, death, and/or property damage.**

**Section 5:**

I certify that the above information is true and accurate. I agree to fully comply with the Community Center Multi-Purpose Room and Gymnasium Policy, Rules, and Regulations (which I have read), and I agree to the above Release and Waiver of Liability.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant's Agent \_\_\_\_\_ Date: \_\_\_\_\_

(if applicable)

**Section 6: FOR OFFICIAL USE ONLY—The Township will complete this Section**

Amount of Fee received: \_\_\_\_\_ Amount of Security Deposit received: \_\_\_\_\_

Facility (or facilities) requested: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Additional Information Needed and/or Other Conditions and Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

# Charter Township of Van Buren

Agenda Item: UF 1

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE:**

NOVEMBER 17, 2014

**BOARD MEETING DATE:**

NOVEMBER 18, 2014

Consent Agenda \_\_\_\_\_

New Business x

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

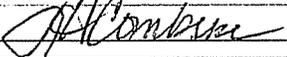
<b>ITEM (SUBJECT)</b>	Consider request to purchase six (6) emergency sirens from West Shore Services
<b>DEPARTMENT</b>	
<b>PRESENTER</b>	Lt. Charles Bazy
<b>PHONE NUMBER</b>	734-699-8930
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Director Gregory Laurain

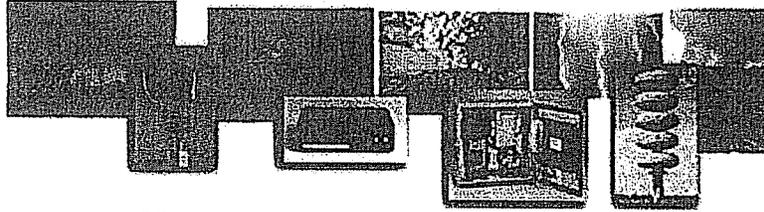
### Agenda topic

<b>ACTION REQUESTED</b>	
<p>Approve an amount of \$122,095 for the purchase of six (6) emergency sirens for locations 5, 8, 9, 10, 11 and 12 as noted on the siren location map, the Inspection and Annual Maintenance Agreement outlined with an Initiation Date of October 22, 2014 from West Shore Services, authorize the Supervisor and Clerk to execute the Maintenance Agreement and transfer \$122,095 from fund balance to cover the partial cost of the Township Emergency Warning Signals.</p>	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p>Van Buren Township is the only community in Wayne County that does not have emergency warning sirens. To ensure adequate coverage throughout the Township, 13 sirens are required. The DDA has made a commitment on August 26, 2014 to do their share by approving payment for the installation of three (3) sirens within the DDA District along with the additional equipment required to activate and monitor the sirens. Additionally there is an opportunity to utilize CDBG funding to purchase four (4) sirens to be installed within the low/moderate income areas in the Township. Six (6) additional sirens would need to be purchased in order to cover the southern portion of the Township with five (5) sirens and one (1) for the northwestern most point of the Township.</p> <p>We have an opportunity to purchase sirens that match the existing community warning equipment that has been installed throughout Wayne County. Additionally, West Shore has the ability to offer the same price to match the grant equipment that was installed for Wayne County as a part of the Hazard Mitigation Grant. Van Buren can still acquire the sirens including the installation at the special pricing of \$19,450 each, provided the order is placed by November 1, 2014. After that date the cost will increase to approximately \$20,850.</p> <p>A maintenance agreement from West Shore Services is included for your review. <b>Option #1</b> is \$300 per site for an annual cost of \$3,900. <b>Option #2</b> is \$415 per site for an annual cost of \$5,395. Both options include inspection and preventative maintenance but Option #1 <i>does not</i> include battery replacement. Generally Option #2 is the most popular because there is no need to worry about the varying costs of battery replacement, it has already been factored into the cost. West shore also provides a technician with a bucket truck and a check sheet is completed for each siren location on an annual basis.</p>	

There is a Federal warranty on the equipment for two (2) years parts and labor, the siren head is warranted for five (5) years and West Shore's installation carries a five (5) year warranty.

West Shore Services is the exclusive representative for Federal Warning systems in the state of Michigan. All service technicians are factory trained. Their service staff has over 180 years combined experience installing and repairing outdoor warning equipment. Units will be furnished, delivered and installed by a single source company. West Shore Services will provide all warranty and regular service. No other supplier can provide Van Buren Township with this total capability.

<b>BUDGET IMPLICATION</b>	General Fund 122,095, DDA \$73,230, CDBG \$77,800
<b>IMPLEMENTATION NEXT STEP</b>	Place order
<b>DEPARTMENT RECOMMENDATION</b>	approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	n-a
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	<p>Items Included:</p> <ul style="list-style-type: none"> <li>• Agreement for Inspection and Annual Preventative Maintenance</li> <li>• Location Map</li> <li>• Davis-Bacon Act compliance</li> <li>• Sole source vendor</li> </ul>
<b>APPROVAL OF SUPERVISOR</b>	



## West Shore Services, Inc. Warning Systems Division

6620 Lake Michigan Drive • P.O. Box 188 • Allendale, MI • 49401  
800.632.6184 • 616.895.4347 • Fax: 616.895.7158 • [WWW.WESTSHOREFIRE.COM](http://WWW.WESTSHOREFIRE.COM)  
24/7 Emergency Service Number: 616.242.6745

### Agreement for Inspection and Annual Preventative Maintenance For Outdoor Warning Equipment

Initiation Date: October 22, 2014

The following is an Annual Preventative Maintenance Agreement between West Shore Services, Inc. (WSS) and the Charter Township of Van Buren (customer). The agreement covers annual inspection and preventative maintenance only for the siren(s) and associated controls listed on *Attachment A*.

New sirens added to the customer's system will automatically be added to *Attachment A* the year following the installation, unless the customer notifies WSS otherwise.

This agreement will renew annually unless either party gives notification of intent to amend or discontinue at least 30 days prior to the annual renewal date. The following work is included under this agreement:

1. Annual inspection and testing of each remote siren site including the following:

**Visual Inspection of:**

- Grounding system(s) and junctions
- AC Service, Disconnect, Fuses and Breakers
- Utility Pole (Condition and Level)
- Conduits and weather seals
- Electrical connections and junctions
- AC Surge Protection
- Cabinets, Housings and Coated Surfaces

**Inspect and Service:**

- Grease and Transmission Fluid Levels
- Belts, Gears and Clutch Tension
- Motors and Collector Bushings
- High Current Relay(s)/Contactor(s)

**Test and Adjust:**

- RF Controller and Radio Communications Integrity (If so equipped)
- Antenna System
- Current Sensors (If so equipped)
- Rotation Transmission Inspection/Testing (If so equipped)

**Inspect and Test on DC systems: (If so equipped)**

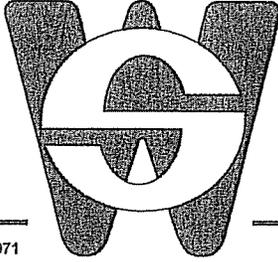
- Transformer Rectifier
- DC Chargers, Regulator settings and Limiting Circuit(s)
- Batteries (If so equipped)

**Appendix A – Siren Site List**  
**For Inspection and Annual Preventative Maintenance Agreement**

**Municipality:**

**Agreement Period 2014-2017**

SITE	STREET ADDRESS	LOCATION DESCRIPTION	BRAND	MODEL	MOUNT
001					Pole
002					
003					
004					
005					
006					
007					
008					
009					
010					
011					
012					
013					



## West Shore Services, Inc.

Jeffrey J. DuPilka – President

6620 Lake Michigan Drive, P.O. Box 188, Allendale, MI 49401  
Phone: 616-895-4347 ext. 112 Fax: 616-895-7158

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Est. 1971

August 26, 2014

Van Buren Township  
Attn: Lt. Charles Bazy  
46425 Tyler Road  
Van Buren Twp., MI 48111

Dear Chip:

This will confirm that West Shore Services will comply with the Davis-Bacon Act for any work completed in the CDBG area. We will have records available for audit and will fill out any compliance forms you require for the project.

If you need anything further please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey J. DuPilka".

Jeffrey J. DuPilka  
President

JJD/cs

# 2001-130 Siren

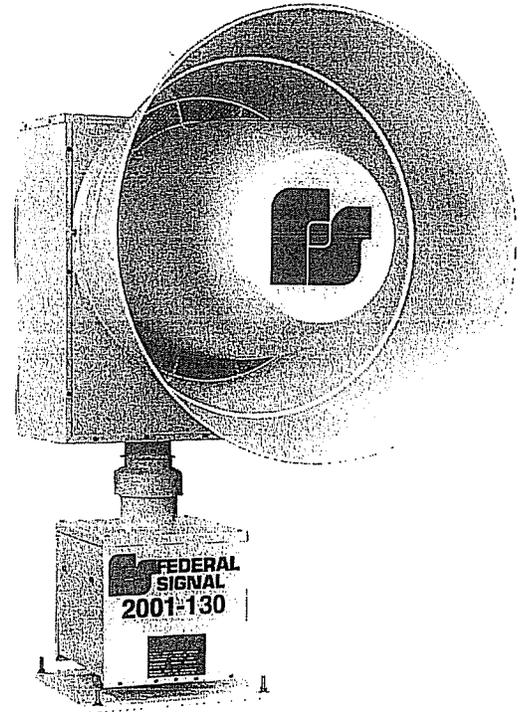
## Features

- **130 dB(C) output**
- **Directional, rotating siren for maximum coverage**
- **Three distinct warning signals**
- **Full battery operation or battery back-up**
- **Maintenance-free sealed bearing motors**
- **Weather-resistant coating**
- **Ideal for outdoor warning**
- **5-year limited warranty**

The Federal Signal 2001-130 public siren is a high power, rotating, uni-directional outdoor warning siren that offers an anechoic certified signal strength of 130 dB(C) +/- 1 dB(C) at 100-ft. The high-decibel output provides maximum coverage with minimum installation cost. Radio activation can further minimize installation costs by eliminating the need for leased dedicated control lines.

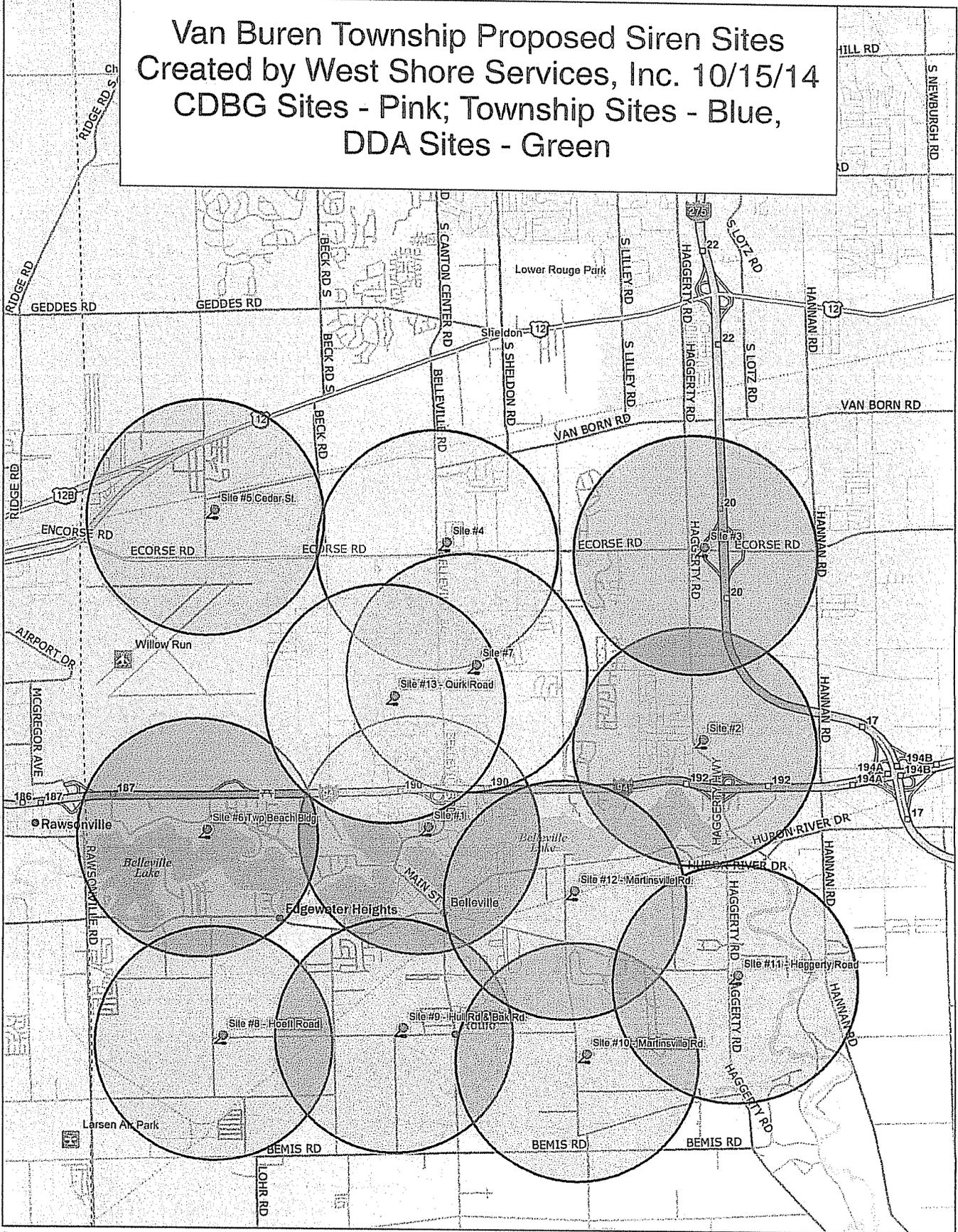
The siren's projector produces a 60-degree projection of sound which rotates at 3 RPM and can produce three distinct warning signals: steady, wail and fast wail. The 2001-130 siren will supply a minimum of 15 minutes of full power output from its batteries after AC power loss. The siren controls are available with battery operation, AC operation, and AC operation with battery back-up, one-way and two-way radio control, wired or wireless ethernet, satellite/cellular or landline.

Ideally suited to provide warning for hazardous weather conditions, fires, floods, chemical spills and other types of emergencies, the 2001-130 siren is a perfect choice to protect any community.



 **FEDERAL SIGNAL**  
Safety and Security Systems  
*Advancing security and well being.*

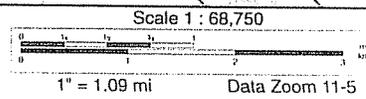
Van Buren Township Proposed Siren Sites  
 Created by West Shore Services, Inc. 10/15/14  
 CDBG Sites - Pink; Township Sites - Blue,  
 DDA Sites - Green



Data use subject to license.

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www.delorme.com



# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE: 11/17/14**

**BOARD MEETING DATE: 12/02/14**

Consent Agenda \_\_\_\_\_ New Business \_\_\_\_\_ **Unfinished Business X** Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	AutoZone Storm Water System Maintenance and Repair Agreement
<b>DEPARTMENT</b>	Developmental Services
<b>PRESENTER</b>	Patrick Sloan, McKenna Associates
<b>PHONE NUMBER</b>	(248) 596-0920
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
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To approve the form of the revised AutoZone Storm Water System Maintenance and Repair Agreement, and send the Agreement to AutoZone for execution.

<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
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For site-based storm water systems, Wayne County requires the local units of government to be responsible for the maintenance and operation of all structures that are added to the County's drain system. To ensure that the property owner takes responsibility for long-term maintenance of the site's storm water drainage system, Van Buren Township requires a Storm Water Maintenance and Repair Agreement with the property owner.

This item was previously on the October 21, 2014 Township Board of Trustees agenda. At that meeting, the Township Board Trustees did not support the versions of the Agreement and Resolution that were proposed at that time. Since that time, Patrick McCauley has revised the Agreement and Resolution to provide more protections for Van Buren Township.

A copy of the revised Agreement and Resolution #2014-29 are enclosed. At this time, we are only requesting that the Township Board of Trustees approve the form of the Agreement revised by Mr. McCauley. If approved, we will send the revised Agreement to AutoZone for review and execution. If AutoZone executes the revised Agreement, we will return to the Township Board with a request to approve the revised Agreement and Resolution.

<b>BUDGET IMPLICATION</b>	None.
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<b>IMPLEMENTATION NEXT STEP</b>	Review Agreement and schedule for Board action on 12/02/14.
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<b>DEPARTMENT RECOMMENDATION</b>	Approval
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<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
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<b>ATTORNEY RECOMMENDATION</b>	Approval
(May be subject to Attorney/Client Privilege and not available under FOIA)	

<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	

**RESOLUTION 2014-29**

**CHARTER TOWNSHIP OF VAN BUREN  
TOWNSHIP BOARD**

**LONG TERM MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM  
FOR AUTO ZONE DEVELOPMENT CORPORATION**

At a Regular Meeting of the Charter Township of Van Buren Board of Trustees on \_\_\_\_\_, 2014, the following resolution was offered

**WHEREAS**, chapter 7 of the Wayne County Storm Water Management Ordinance (“Wayne County Ordinance”), requires storm water management systems to be maintained in perpetuity to ensure that the systems function properly as designed; and,

**WHEREAS**, Rule 1001 of the Wayne County Storm Water Management Administrative Rules (“Administrative Rules”) requires applicants for storm water construction approval to submit long term maintenance plans as part of an application for storm water construction approval; and,

**WHEREAS**, Auto Zone Development Corporation (“Developer”), as property owner, has applied to the Wayne County Department of Public Services for a storm water construction approval with respect to a project named Auto Zone Retail Facility (“Project”) located at 9899 Belleville Road in Belleville, Michigan 48111; and,

**WHEREAS**, Developer's application for storm water construction approval has been assigned permit review number R-13-290; and permit number M-47607; and,

**WHEREAS**, Developer submitted a plan to the County and the Township ("Plan") for long term maintenance of the storm water management system at the Project pursuant to Rule 801, which Plan has been tentatively approved by the County pending issuance of this resolution; and,

**WHEREAS**, the Plan has been reviewed and approved by the Township engineer and Planning Commission, in accordance with the development of the Project, located at 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702) in Van Buren Township by Developer, a Nevada corporation, whose address is 123 South Front Street, Memphis, Tennessee 38103; and,

**WHEREAS**, the Township has agreed to assume jurisdiction and accept responsibility for long term maintenance of the storm water management system at the Project in perpetuity, in the event the Developer does not maintain the storm water Plan for the Project; subject, however, to the storm water management system maintenance and repair agreement ("Agreement") between the Township and Developer as authorized by Rule 1002 by which the Developer shall undertake this responsibility, and provided further the said acceptance of jurisdiction and maintenance excludes all storm water related structures in

Wayne County's rights of ways associated with or part of the Project by the Developer on a parcel of land known as 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702)

**NOW THEREFORE BE IT RESOLVED**, that the Charter Township of Van Buren, subject to the Rule 1002 Agreement, assumes jurisdiction over and accepts responsibility for long term maintenance of the storm water management system at the Project pursuant to the Wayne County Ordinance, the Administrative Rules, the Plan, and the storm water construction approval issued by Wayne County;

**BE IT FURTHER RESOLVED**, that the Supervisor and/or Clerk be and hereby are authorized to execute a Wayne County storm drainage maintenance permit number M-47607 on behalf of the Charter Township of Van Buren in connection with the Project by the Developer on a parcel of land known as 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702) in Van Buren Township.

**BE IT FURTHER RESOLVED**, that the Supervisor and Clerk be and hereby are authorized to execute a Storm Water Management System Maintenance & Repair Agreement with the Developer for the Project to require Developer to assume all costs for maintenance and operation of storm sewer facilities outside of the Wayne County rights of ways associated with or part of the Project by the Developer as owner of the property in Van Buren Township.

AYES:

NAYS:

ABSENT:

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Charter Township of Van Buren Board of Trustees, at a regular meeting held on this \_\_\_\_\_ day of November, 2014.

\_\_\_\_\_

Leon Wright, CMC

Clerk, Charter Township of Van Buren

**STORM WATER MANAGEMENT SYSTEM  
MAINTENANCE AND REPAIR AGREEMENT**

This Storm Water Management System Maintenance and Repair Agreement (“AGREEMENT”) made and entered into as of November \_\_\_\_ 2014, by and among the CHARTER TOWNSHIP OF VAN BUREN, a municipal corporation, with principal offices located at 46425 Tyler Road, Van Buren Township, MI 48111, hereafter referred to as the “TOWNSHIP”; and AUTOZONE DEVELOPMENT CORPORATION, a Nevada corporation, whose address is 123 South Front Street, Memphis, Tennessee 38103, hereafter referred to as “OWNER”.

**WITNESSETH:**

**WHEREAS**, the OWNER owns a certain real property located at 9899 Belleville Road, in Van Buren Township, Wayne County, Michigan, and described in the legal description attached as Exhibit A; and

**WHEREAS**, the OWNER proposes to develop the property described on Exhibit A as a retail facility and in connection therewith has submitted a storm water management system plan to Wayne County and the TOWNSHIP (“Plan”); and

**WHEREAS**, Wayne County requires that the construction, maintenance and repair responsibilities for any proposed storm water management system to be constructed in Van Buren Township, including the storm water management system to be constructed within the proposed retail facility property as part of the construction and development of the retail facility and connected to the Wayne County storm water management system, be accepted by Van Buren Township; and

**WHEREAS**, the TOWNSHIP has adopted a resolution as required by the Wayne County Office of Public Services to assume jurisdiction of said on-site storm water management system, said jurisdiction having been assumed by the TOWNSHIP at the request of and benefit for the OWNER in order to complete construction of the proposed retail facility and accommodate the OWNER and all future owners of the retail facility; and

**WHEREAS**, the OWNER wishes to outlet storm drainage from the proposed retail facility property through one (4-inch PVC Pipe) connection(s) to Belleville Road rights of ways within the property described in Exhibit A, the connection being by OWNER as shown on Exhibit A. As shown on Exhibit A, attached hereto and made a part hereof by reference, the open ditch connections are hereinafter referred to as the “CONNECTIONS” and the proposed storm water management system to be constructed as part of the proposed retail facility and which will access the Belleville Road rights of ways via the CONNECTIONS is hereinafter referred to as the “FACILITY”; and

**WHEREAS**, the TOWNSHIP has received permit number M-47607 (“Permit”) attached as Exhibit C issued by Wayne County authorizing the construction, operation and maintenance of the OWNER’s Plan, CONNECTIONS and FACILITY; and

**WHEREAS**, the TOWNSHIP and OWNER desire to transfer the responsibilities of the Permit from the TOWNSHIP to the OWNER, or OWNERS’s successors and assigns, and confirm the terms and conditions of said transfer of responsibilities by this Agreement.

**NOW THEREFORE**, in consideration of the premises, the foregoing recitals fully incorporated into this Agreement and undertakings of the parties set forth in this AGREEMENT, the parties agree as follows:

1. The OWNER shall be responsible for and shall pay all costs related to the construction, operation, maintenance and repair of the FACILITY. The OWNER shall be responsible for all subsequent liabilities and costs for the maintenance, operation, repair and replacement of the FACILITY. The OWNER shall be fully, completely and unconditionally responsible for, shall assume all TOWNSHIP obligations under the Permit and shall pay all costs related to performing the requirements of the Permit and Plan.
  
2. The TOWNSHIP may enter upon the OWNER’s property upon reasonable notice for the purposes of inspecting, repairing and maintaining said storm drainage system and private sewer pipe, in which event the OWNER agrees to pay to the TOWNSHIP all charges and expenses incurred thereon. In the event that the OWNER shall, at any time, fail to carry out the responsibilities specified within this Agreement, and/or in the event of a failure to preserve and/or maintain the FACILITY in reasonable order and condition, TOWNSHIP may serve written notice upon the OWNER setting forth the deficiencies in maintenance and/or preservation along with a demand that the deficiencies be cured within a stated reasonable time period and, if not cured, the TOWNSHIP shall thereupon have the power and authority, but not the obligation, to enter upon the Property, or cause its agents or contractors to enter the Property and perform such obligation or take such corrective measures as reasonably found by the TOWNSHIP to be appropriate or necessary. The cost and expense of making and financing such actions by the TOWNSHIP, including notices by the TOWNSHIP and actual legal fees incurred by the TOWNSHIP, plus an administrative fee in an amount not to exceed twenty-five (25%) percent of the total of all such costs and expenses incurred, shall be paid by OWNER within thirty (30) days of a billing to the OWNER. All unpaid amounts may be placed on the delinquent tax roll of the TOWNSHIP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes. In the discretion of the TOWNSHIP, such costs and expenses may be collected by suit initiated against the OWNER and in such event; the OWNER shall pay all court costs and actual attorney fees incurred by the TOWNSHIP in connection with such suit.

3. The CONNECTIONS shall be designed to restrict its storm water flow capacity to the amount shown on Exhibit A within the FACILITY for the purpose of draining the proposed retail facility in the manner described on Exhibit A.
4. The TOWNSHIP shall assign to the OWNER, its successors and assigns, the revocable Permit executed between the TOWNSHIP and the WAYNE COUNTY OFFICE OF PUBLIC SERVICES authorizing the CONNECTIONS to be in the Belleville Road rights of ways, as shown on Exhibit A, and the OWNER and their successors or assigns shall be bound by said revocable Permit and the conditions of the Storm Water Discharge Permit issued by the Wayne County Department of Public Services and the Storm Sewer Maintenance Schedule as described on Exhibit "B" of this AGREEMENT.
5. In the event that operation, maintenance or repair of the FACILITY within the retail facility becomes necessary, in the opinion of the regulating agencies, and the OWNER or their successors or assigns do not undertake the operation, maintenance or repair of the FACILITY within sixty (60) days after written notice from the regulating agencies, then the OWNER or their successors or assigns shall become responsible for any and all costs to the TOWNSHIP for operation, maintenance or repair of the FACILITY, which costs shall be borne by the OWNER or their successors or assigns.
6. If in the future, Wayne County or any other public agency imposes higher or additional standards or requirements, those additional standards or requirements shall be deemed to automatically become part of the Maintenance and Repair Obligations of OWNER. It is the intention of the Parties that all costs associated with or attributable to the Storm Water Maintenance FACILITY will at all times be paid by the OWNER as OWNER's sole responsibility, cost and expense.
7. The OWNER shall defend, indemnify and save harmless the TOWNSHIP, its employees, agents, servants and elected officials, from any claims, costs, demands, actions, injuries, expenses, attorney fees and damages of any kind or nature whatsoever, fixed or contingent, known or unknown, which occur to property, flooding of lands, personal injury or diminution arising out of or in any way connected with the design, construction, ownership, inspection, maintenance, repair, operation (or omission in such regard) or use of the FACILITY or CONNECTIONS or the use of the Wayne County storm water management system to drain the FACILITY or the CONNECTIONS, which arise out of carrying storm drainage from the retail facility into the CONNECTIONS, or on account of any damages to the retail facility, flooding of the retail facility or diminution in the use of the CONNECTIONS, or the failure of the OWNER to comply with the requirements of the Permit or Plan or any other obligations of this Agreement.
8. This AGREEMENT shall continue in force for as long as the TOWNSHIP is obligated to the WAYNE COUNTY OFFICE OF PUBLIC SERVICES, and shall

run with the land. Further, this AGREEMENT shall be binding on the parties, and their respective successors and assigns.

9. The OWNER shall record this AGREEMENT with the Wayne County Register of Deeds, as an agreement with respect to the retail facility, to ensure that this AGREEMENT shall be binding on the parties, and their successors and assignees in interest until such a time as is described in paragraph 8 above. The OWNER, within thirty (30) days of the execution of this AGREEMENT, shall provide the Township with a copy of this AGREEMENT indicating that it has been filed for recording at the Wayne County Register of Deeds. Should the OWNER fail to timely record this Agreement, the TOWNSHIP may record the Agreement and the OWNER shall pay the costs associated therewith.
10. Failure of the OWNER to timely pay to the TOWNSHIP any amounts due under this Agreement such amounts may be placed on the delinquent tax roll of the TOWNSHIP and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes.
11. In accordance with 1976 PA 453, the parties hereto covenant not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status, and to require a similar covenant on the part of any subcontractor employed in the performance of this AGREEMENT.

**IN WITNESS WHEREOF**, the parties hereto have caused this AGREEMENT to be executed by their respective duly authorized officers, managers, or members all as of the day and year above written.

**OWNER:**

AutoZone Development Corporation, a Nevada corporation

By: \_\_\_\_\_  
James C. Griffith  
Its: Vice-President

-and-

By: \_\_\_\_\_  
Scott Murphy  
Its: Vice-President



DRAFTED BY AND WHEN  
RECORDED RETURN TO:

Clerk's Office  
Attn: Leon Wright, Clerk  
Charter Township of Van Buren  
46425 Tyler Road  
Belleville, MI 48111



**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR  
JOB DESCRIPTION**

**Position Summary:**

Under the general supervision of the Township Supervisor, the Director of Planning & Economic Development is responsible for overall direction and management of the Planning & Economic Development Department and performs responsible professional and administrative work in planning, reviewing, organizing and coordinating development activities. The Director is also responsible for the overall management of the building department, its supervisors and staff, and for the handling of environmental matters. Additionally, the Director oversees contract employees and Township employees responsible for planning and development-related operations to protect the health and safety of the public.

The Director of Planning and Economic Development serves as staff liaison to the Planning Commission, Board of Zoning Appeals and local Development Authority. The Director acts as Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and State laws; and he/she acts as coordinator of the Site Plan Committee review process involving various outside agencies, departments, consultants and the Planning Commission.

**Essential Job Functions, Duties and Responsibilities:**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function satisfactorily.

1. Directs or participates in studies regarding development in the Township; prepares reports and makes recommendations to the Township Board, Planning Commission, BZA, LDFA; and is responsible for environmental matters
2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and modern planning standards
3. Receives and processes zoning application variance requests, land division requests (in coordination with Assessing Dept.), and development plans; prepares case files and is responsible for publication notices and notifying property owners, as necessary; makes recommendations to Planning Commission, BZA, LDFA and Township Board based on professional planning principles and the comments of other reviewing agencies

4. Counsels and advises the Township Board, Planning Commission, BZA, LDFA, planning consultants, architects, engineers, contractors, developers, realtors, property owners, and the general public on planning and zoning matters; represents Township in legal actions involving zoning ordinance violations
5. Recommends and prepares amendments to Township ordinances, as necessary
6. Assists with implementing and administering the Township Zoning Ordinance
7. Prepares special reports and studies as requested by the Township Supervisor, Township Board, Planning Commission, the BZA and the LDFA
8. Oversees the recruitment, selection, training and evaluation of subordinate department personnel, including matters of discipline and/or termination
9. Responsible for direct supervision of subordinate employees assigned to the Department
10. Maintains cooperative relationships with other departments, peer agencies, private contractors, property owners, architects and other parties to coordinate planning and zoning functions; Coordinates development and construction issues with Building Department, as required
11. Develops and coordinates the Township's economic development strategies; serves as the Township's liaison with local, state, county and federal agencies responsible for economic growth
12. Prepares and recommends annual department budgets and monitors the department budget throughout the fiscal year. Ensures department compliance with established Township policies and procedures for all financial transactions and budget expenditures
13. Researches, recommends and prepares grant applications and ensures compliance with grant requirements and reporting
14. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate
15. Develops goals and objectives of the Department
16. Attends Township Board and other meetings, as required

17. Serves as staff representative to the Planning Commission, Site Plan Review Committee, Board of Zoning Appeals, LDFA, Environmental Commission, and attends other meetings as required.
18. Ensures compliance with Open Meetings and Freedom of Information Acts
19. Performs related work, as required

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job functions, duties and responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Bachelor's degree with major in Planning, Public Administration, Public Policy, Environmental Science or related field and a minimum of five years of related work experience. Professional designation as Community Planner preferred. American Institute of Certified Planners and/or Michigan Professional Certified Planner designations desirable
2. Must demonstrate superior analytical, organizational, and interpersonal communication skills to interact effectively with developers, Township Engineer, Township Planners, attorneys, realtors, various department heads, other township staff at all levels and residents and/or developers. Occasionally called upon to demonstrate tact and patience in explaining the Township planning process to those lacking in knowledge.
3. Writing skills to prepare ordinance interpretations and revisions, rezoning recommendations, site plan reviews and various other reports and memorandum
4. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur; requires a high level of analytical skill as well as ability to comprehend, interpret, and process detailed information and data
5. Thorough knowledge and understanding of progressive planning methods, professional planning standards and related trends

6. Thorough knowledge of the principles, practices and procedures of plan review and ordinance creation, revision and adoption
7. Thorough knowledge and understanding of the Michigan Zoning Enabling Act and the Michigan Planning Enabling Act as the acts may be amended
8. Skill in maintaining complex record keeping and document retention systems, and in compiling comprehensive reports
9. Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendations
10. Ability to effectively communicate and exercise a high degree of diplomacy in contentious or confrontational situations including the ability to recognize and handle challenging or stressful situations
11. Supervisory skills to effectively lead staff, coordinate work assignments and monitor performance to achieve departmental goals
12. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts and municipal officials
13. Ability to critically assess situations, solve problems, and work effectively within deadlines and changes in work priorities
14. Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume. Ability to apply correct mathematical concepts and calculations as needed
15. Ability to use a variety of technologies including computers, related word processing, spreadsheet and database software, GIS and CAD software, telephones, facsimile machines, pagers, radios and similar type equipment
16. Ability to maintain confidential information
17. A valid Michigan Vehicle Operator's License

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, duties and responsibilities. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions, duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee may be required to use hands to finger, handle or feel; and to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works mostly in an office setting; however, the employee may, in the course of conducting site inspections and other field activities, be occasionally exposed to outside weather conditions and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work performance is usually quiet in the office, but may become loud in the field.

Van Buren Charter Township is an Equal Opportunity Employer.

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[www.vanburen-mi.org](http://www.vanburen-mi.org)



**CHARTER TOWNSHIP OF VAN BUREN  
EXECUTIVE ASSISTANT TO THE TOWNSHIP SUPERVISOR  
JOB DESCRIPTION**

**Position Summary**

Under the general supervision of the Township Supervisor, the Executive Assistant to the Township Supervisor is responsible for a variety of administrative and technical duties to support the operations and activities of the Office of the Township Supervisor. This is a full-time "at-will" professional position.

**Essential Job Functions, Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function, duty or responsibility satisfactorily.

1. Directs and coordinates the administrative and operational activities of the Office of the Township Supervisor, as directed by the Supervisor.
2. Serves as a liaison with department directors, employees, consultants, legal counsel, other governmental units and Township residents. Employee will perform a variety of tasks that are confidential in nature.
3. Attends meetings of the Township Board, committees and/or commissions, as directed; takes meeting minutes, as directed.
4. Receives and analyzes sensitive phone calls, correspondence, citizen inquiries and complaints. Determines appropriate course of action and provides information, resolves problems or refers issues to the appropriate Township official, department or agency.
5. Composes correspondence and documents for Supervisor's review, as directed. Ensures the department addresses community and residents' needs in a timely and effective manner.
6. Disseminates information, instructions and directions to department heads, boards and committees/commissions, as directed.
7. Provides support and assistance on administrative matters. Works closely with other departments to resolve issues and concerns.
8. Builds and maintains relationships with internal Township staff and external agencies to ensure projects are completed and concerns are addressed.
9. Schedules meetings and appointments for the Supervisor; establishes and maintains a calendar of appointments, events and meetings; secures meeting space, audio visual equipment or other logistical items; and reviews and prepares agenda items and program materials. Processes registrations and arranges accommodations for conferences and meetings for Supervisor and Trustees, as directed.
10. Drafts resolutions and agreements, with the assistance of legal counsel as needed, for adoption by the Township Board.

11. Conducts research, compiles data and prepares reports for consideration and presentation by executives, committees and Board.
12. Prepares and reviews operational reports and schedules to ensure accuracy and completeness.
13. Analyzes internal processes; recommends procedural changes to improve operations and implements changes, as directed.
14. Identifies and monitors legislative and regulatory changes that may impact the Township and keeps Supervisor informed of findings.
15. Works under strict deadlines and with multiple priorities.
16. Performs other related duties and projects, as assigned.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities and other abilities herein above set forth at any time and without prior notice.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Bachelor's degree with major in Public Administration, Business Administration, or related field
2. Minimum of five years of progressively responsible experience in administration and/or office management
3. Must be service oriented and possess a passion for public service
4. Knowledge of Township structure, organization, ordinances, policies, regulations and terminology
5. Skill in planning, organizing and prioritizing work to meet objectives and deadlines
6. Ability to make decisions quickly and effectively, based on all available information
7. Must have excellent interpersonal, verbal and written communication skills and ability to effectively communicate with others inside and outside of the organization
8. Skill in identifying root causes and resolving complex problems
9. Must possess excellent time management skills and have the ability to effectively manage multiple projects simultaneously
10. Ability to exercise discretion and maintain confidentiality
11. Ability to establish and maintain effective working relationship with elected and appointed officials, department heads, employees, governmental agencies and community groups

12. Skill in displaying tact, integrity and professionalism in all situations
13. Must possess excellent problem solving and critical thinking skills with an ability to identify strengths and weaknesses of alternative solutions and approaches to problems
14. Skill in conducting administrative research and report preparation

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee may be required to use hands to finger, handle or feel; and to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works mostly in an office setting; however, the employee may, in the course of conducting site inspections and other field activities, be occasionally exposed to outside weather conditions and may work near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work performance is usually quiet in the office, but may become loud in the field.

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# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY DATE: NOVEMBER 17, 2014**  
**BOARD MEETING DATE: DECEMBER 2, 2014**

<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Consent Agenda
<b>ITEM (SUBJECT)</b>	2015 Fee Schedule		
<b>DEPARTMENT</b>	Clerk's Office		
<b>PRESENTER</b>	Clerk Wright		
<b>PHONE NUMBER</b>	699-8909		
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Department Directors		

### Agenda topic

<b>ACTION REQUESTED</b>	Approval of 2015 Fee Schedule.
Consider adoption of Resolution 2014-25, the 2015 Fee Schedule with the effective date of January 1, 2015.	

**BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)**

Annual adoption of fee schedules. Each year as part of the budget process departments review their fee schedule(s) to be revised as needed and attached are all 2015 Fee Schedules. There are no changes to the following fee schedules: Cemetery, Freedom of Information Act, Voter Registration Information, Notary, Museum, Police Department, Treasurer's Office, Senior Department

**The following are the fee schedule changes:**

**Building and Planning Department:** Changes were only made to the Planning Fee Schedule which include: Addition of Engineering Concept Plan Review Only fees, \$40 increase in residential multiple family site plan consultant fee, \$55 increase in residential mobile home park site plan consultant fee, increase in Special Meetings Expedited Review Consultant fee from cost + 20% to Cost plus 150%, \$70 increase in Woodland/Tree Removal Consultant fee and \$1 Woodland/Tree Removal Unit/Lot/Tree fee.

**Fire Department:** Added breakdowns to the fire inspections fees, added cost recovery fees for services rendered in anticipation of a updated emergency services cost recovery ordinance, added wording for clarification to the Fire Marshall procedures to promote a streamlined process, updated the fees for cost recover items already listed in our Township's ordinances and added the rank of Sergeant to the staff fees area. (Changes are highlighted)

**Recreation:** Addition of a \$50.00 pavilion rental deposit. Increase of \$10.00 to pavilion rental fees across the board.

**Assessing:** GIS Processing fee (in three different highlighted spots) wording change for clarity. Increased GIS Processing fee \$15, Wayne County GIS/Engineering Consulting Fee by \$50 and Minimum deposit by \$100.

**Water and Sewer Rates:** Changes to the Water and Sewer Rate Schedule are as follows; (bolded and in Red)

The water and Sewer Rates increased 7%- the fees for services were not impacted  
 The incremental steps for multiple resident facilities was removed they are now at full rate. (Quarterly and monthly water and Sewer fees) (pg. 1 and pg. 2)

**MISCELLANEOUS SERVICE CHARGES-**

No Show for Appointment was added- we already charge this but added it to schedule so that it is in writing- (pg. 2)

Hang Shut off notice was changed to Hang Tag Charge and a separate non-residential rate was added \$20.00 (pg. 2)

Added descriptive language under Turn on or Off Water Service-Working hours (pg.2)

Curb Stop Lock Box Rental charge was established (Pg. 3)

Damaged/Frozen Meters/Repairs charge was changed to per current Meter Charges from Actual cost of time, materials & equip. plus 50% overhead expenses

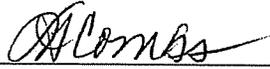
DELINQUENT ACCOUNTS: (pg.3)

Second paragraph was changed so that the verbiage matches what is printed on the back of the water bills.

IMPLEMENTATION  
NEXT STEP

Upon approval by Board the 2015 Fee Schedule will be updated on the Van Buren Township Website and distributed to each department.

Approval of Supervisor



Resolution 2014-25

**CEMETERY RATES**

Supersedes all prior Fee Schedule(s) upon approval with an  
Effective date of January 1, 2015.

<u>GRAVE SITES (PLOTS)</u>	\$400.00
<u>TRANSFER OF BURIAL RIGHTS</u>	\$10.00
<u>OPENING &amp; CLOSING</u>	
(Spring/Summer/Fall April 1 <sup>st</sup> -November 30 <sup>th</sup> )	
Weekdays (Standard Burial)	\$400.00
Weekdays (Cremated Remains)	\$200.00
Saturday (Standard Burial)	\$600.00
Saturday (Cremated Remains)	\$400.00
(Winter December 1 <sup>st</sup> -March 31 <sup>st</sup> )	
Weekdays (Standard Burial)	\$500.00
Weekdays (Cremated Remains)	\$300.00
Saturday (Standard Burial)	\$700.00
Saturday (Cremated Remains)	\$500.00
<u>DISINTERMENTS</u>	\$700.00
<u>FOUNDATION FEE</u> (marking and inspection)	\$50.00

NO SUNDAY OR HOLIDAY BURIALS

**Cemetery Locations:**

Denton Cemetery, 49780 Cross Street  
Otisville Cemetery, 41875 Riggs Road  
Soop Cemetery, 49250 Denton Road  
Tyler Cemetery, 39820 Tyler Road

## **FEE STRUCTURE FOR FREEDOM OF INFORMATION ACT REQUESTS**

Supersedes all prior Fee Schedule(s) upon approval with an  
Effective date of January 1, 2015.

### **Duplication**

Copies

If it is necessary, due to size or volume to use a commercial facility, the charge will be the actual cost from the printer and the incremental labor wage.

Or

\$.25 cost per page 8 1/2 x 11 and 8 1/2 x 14 (township owned copier)

\$.50 cost per page 11 x 17

Computer Disks

\$1.00 cost per disk plus labor charge for time to create disk.

DVD

\$15.00 DVD cost per meeting or event.

### **Mailing**

A Envelopes

\$ .10 standard envelope

\$ .25 large envelopes

B Postage

Actual cost

### **Hourly Labor Wage**

\$15.27 (this may vary with each request)

This will be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act.

Labor cost of searching and reviewing files to delete exempt materials:

First 10 minutes free. Minimum \$15.27 per hour thereafter (charged in 10 minute increments).

The rate is determined by employee needed to perform search, review etc.

Labor cost of monitoring public review or original files

Same as above and this must be paid in advance.

### **Deposit**

If the anticipated charges for a requested record will exceed \$50, a good faith deposit of one half of the total anticipated charges shall be required.

### **Waiver**

If an individual submits an affidavit stating that her or she is receiving public assistance or is able to state facts showing an inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20 of the fee.

**VOTER REGISTRATION INFORMATION**

Supersedes all prior Fee Schedule(s) upon approval with an  
Effective date of January 1, 2015

\$ 10.00	for voter history, per election
\$ 10.00	for voter registration by precinct
\$ 50.00	for complete voter list in alpha order
\$ 50.00	subscription to absentee information (per election)

Above pricing does not include postage and is on CD

## NOTARY FEE SCHEDULE

Effective January 1, 2015

The Michigan Notary Public Act provides that a notary public may charge up to \$10.00 for performing a notarial act. Van Buren Charter Township will charge the following for notary services beginning January 1, 2015.

**No charge to notarize documents for a resident of Van Buren Charter Township**

**\$5.00 charge to notarize each document for a non-resident.**

The person requesting the document to be notarized must present their ID (Driver's License, State I.D., Passport or Military I.D.) in order to have the document notarized. Please do not sign the document to be notarized until you are in the presence of the person to notarize the document.

**Belleville Area Museum  
Fee Schedule - 2015**

**Admission Fees:**

Adults \$2.00

Children (6 to 17 years old) \$1.00

Guided Tours: (school classes, scout groups, etc.) \$1.00 per person

**Special Events:**

Children's Christmas Ornament Workshop \$2.00 per child

March Quilt Exhibit Admission Fee \$2.00 per visitor

March Sewing Classes \$1.00 per child

**Photo Copies**

25 cents per copy

50 cents per copy for oversized paper

\$1.00 for a scanned copy of a photograph

**POLICE DEPARTMENT FEES**

**EFFECTIVE JANUARY 1, 2015**

<b>Police Reports (includes First (5) Pages (Additional Pages)</b>	<b>\$ 5.00 1.00 ea.</b>
<b>Police Reports (2 Years or Older) (Includes First (5) pages) (Additional Pages)</b>	<b>\$10.00 1.00 ea.</b>
<b>Background Checks</b>	<b>\$ 5.00</b>
<b>Video/Audio Tapes</b>	<b>\$35.00</b>
<b>Warrant Service Fee</b>	<b>\$10.00</b>
<b>Preliminary Breath Tests</b>	<b>\$10.00</b>
<b>Impound Vehicle Release</b>	<b>\$30.00</b>

**Thank you.**

## TREASURER'S OFFICE FEE SCHEDULE

(Effective Date: January 1, 2015)

1. Copy of Tax Database: 3.5 cents per parcel or \$300 minimum charge
2. Non-Sufficient Fund Fee: \$30.00 for each returned check
3. Photocopies: .25 cents per copy
4. Dog Licenses:
  - \$5.00 if issued on or before May 31, 2015\*
  - \$10.00 if issued after May 31, 2015\*
  - \$5.00 after May 31, 2015 for new residents or for a puppy / new pet
  - \$.50 for replacement license

\*Senior Citizens 55 years or older are only charged ½ price.

## SEPTEMBER DAYS 2015 FEE SCHEDULE

### Membership Dues (Annual)

Resident	\$15.00
Non-Resident	\$20.00

Trip Surcharge: \$2.00 added to cost from the tour company.

### Transportation:

Local: (Tri-Community Area)	\$2.00 each way
Within 20 mile radius:	\$5.00 each way
Lunch & Shopping:	\$1.00 each way

### Social Events:

Miscellaneous social events determined by cost incurred.

**Charter Township of Van Buren  
2015 Building Department Fee Schedule**

*Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015*

<b>Building Type</b>	<b>Fee</b>
Additions	\$0.52 per sq.ft. Minimum \$200.00
Add on Fee	\$10.00
Base Permit Fee	\$40.00 Due at time of application
Batch Plant Permit	\$250.00 + Removal bond (Min. \$1,000)
Business Re-Occupancy Inspection	\$250.00
Cat Walk	\$95.00
Commercial/Remodel/New	* Project Value X (0.0067) Minimum \$200
Decks	\$95.00
Demolitions:	
Voluntary	\$95.00
Notice Of Violation	\$200.00 + \$1,000 bond
Driveway Bond	\$2,000.00
Extra Inspections	In excess of minimum \$55.00
Finished Basement	\$200.00 Minimum \$0.52 per Sq.ft.
Fire Damage Reconstruction	\$200.00 Minimum \$0.52 per sq.ft. + Insurance deposit
Fire Dept. Building Review	\$50.00 per hour
Fire Dept. Inspection/General/New Business	\$50.00 per hour
Garage/Pole Barns/Accessory Structures	Incl. Sheds Over 200 s.f. \$0.52 per sq.ft. Minimum \$200.00
Industrial/Remodel/New	* Project Value X (0.0067) Minimum \$200
Manufactured Home (Park)	\$125.00
Modular Home	\$0.52 per sq.ft.
New Home Completion Bond	\$1,500.00 Due at time of permit issuance
New Homes (Includes Basements)	\$0.52 per sq.ft.
Off-site Home Inspections	\$200.00 + Travel Time
Outside/replacement inspector	2-hr Minimum \$55.00 per hour
Penalty for Starting Work W/O Permit	2 X permit fees
Permit Renewal	50% of original permit fee (Maximum \$500.00)
Plan Review:	
Commercial/Industrial/Multi	20% of Permit Cost
Outside Plan Review Services	120% of cost
Public Sidewalk Bond	\$500.00
Registration:	
New	\$30.00
Renewal	\$20.00
Re-Inspection	Not ready for inspection \$65.00
Residential Remodel	\$0.52 per sq.ft. Minimum \$200.00
Roof- Commercial/Industrial/Multi-Family:	* Project Value X (0.0067)
	\$250.00 Minimum
Roof- Single-Family Residential	\$95.00
Service Walk/Porch Cap Bond	\$300.00
Signs:	
Monument	\$150.00
Wall Mount	\$95.00
Other/Temporary	\$25.00
Special Inspection	2 hour minimum \$55.00 per hour
Street Tree Bond	\$350.00
Sump Line	\$95.00
Swimming Pools:	
Residential	\$95.00
Commercial/Industrial	* Project Value X (0.0067)
Temporary Trailer Permit	\$100.00 + \$1,000 Removal bond
Water/Sewer Lead	\$95.00
Windows/ Siding/Doors/Lakeside Stairs	\$95.00

**Charter Township of Van Buren  
2015 Electrical Fee Schedule**

*Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015*

Permit Type	Fee	
Base Permit Fee	\$40.00	
Service:	Temp	\$35.00
	100 amp or less	\$35.00
	101 - 400 amp	\$45.00
	401 - 600 amp	\$110.00
	> 600 amp	\$165.00
Sub-Panel	\$35.00	
Circuits:	1-5 Circuits	\$35.00
	Each Additional Circuit	\$5.00
Fixtures per 10	\$10.00	
Receptacles per 25	\$10.00	
Dishwasher, Garbage Dis., Range (110 v)	\$10.00	
Furnace, A/C, Electric Dryer Outlet	\$30.00	
220 Welder/Compressor/Range	\$30.00	
Signs	\$35.00 per circuit	
Mobile Home Hook Up	\$50.00	
Mobile Home Pedestal (each)	\$25.00	
RV Park Hooup (each)	\$15.00 per site	
Modular Hook up	\$85.00	
Motors/Generators/Transformers:	Up to 20 K.V.A. or H.P.	\$20.00
	21 to 50 KVA/HP	\$25.00
	51 KVA/HP and over	\$35.00
Fire Alarms:	Up to 10 Stations & horns	\$150.00
	11-20 stations & horns	\$100.00
	Over 20 devices (each)	\$5.00 per device
Swimming Pools	\$50.00	
Outdoor Pole Light/Light Pole Base	\$15.00	
Interrupitble Residential A/C	\$35.00	
Smoke Detector	\$5.00 each	
Add on Fee	\$10.00	
Carnivals, Circus, ext.	\$250.00	
Counduit or Grounding only	\$35.00	
Data/Telephone Outlets	\$5.00 each	
Feed Bus Ducts, Raceways, Etc.:	per 50 ft. \$10.00	
Fire Alarm Review	\$200.00	
Fire Department Inspection	\$50.00 per hour	
Fire Dept. Circuis, Fairs, Carnival Inspect.	\$200.00	
Heating Units each (i.e. baseboard)	\$5.00 per unit	
Extra Inspection	\$55.00	
Re-inspection	\$65.00	
Outdoor Meter Cabinets	\$20.00	
Outside/replacement inspector	2-hr Minimum \$55.00 per hour	
Penalty for work w/out permit	2 X permit fee	
Plan Review:	In house	\$25.00 per hour
	Outside Plan Review Service	120% of Cost
Postage	Minimum \$1.00 or actual cost	
Rebar Bond	\$25.00	
Registration:	New	\$30.00
	Renew	\$20.00
Special Inspection	2-hr Minimum \$55.00 per hour	
Transfer Switch	\$35.00	
Permit Renewal	50% of original permit fee (Max. \$250)	

**Charter Township of Van Buren  
2015 Mechanical Fee Schedule**

*Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015*

Permit Type	Fee	
Base Permit Fee	\$40.00	
Residential Single Family Duct Work	\$30.00	
Commercial/Industrial/Multi-Family Duct Work:	Up to 300 ft.	\$30.00
	> 300 ft.	\$0.10 per linear foot
Furnace, Rooftop Equip., Electric Heater:	Up to 200,000 BTU	\$30.00
	Each Addition 100,000 BTU	\$10.00
Boiler	\$30.00	
Room Heater, Stove, Portable Heater & all other gas/oil burners:	200,000 input (each)	\$30.00
	200,000 - 500,000 (each)	\$40.00
	> 500,000 (each)	\$65.00
Gas Piping Openings (new)	\$5.00 each opening	
Residential Single Family Gas or Fuel Piping	\$25.00	
Commercial/Industrial/Multi-Family Gas or Fuel Piping:	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Processing Piping- Air or Gas Piping, Hydraulic Piping, Incinerator, or Cooling	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Gas Burner	< 500,000 BTU	\$25.00
	>500,000 BTU	\$55.00
Gas Pressure Test:	Residential	\$30.00
	Commercial / Industrial	\$45.00
Modular Installation, Gas Piping & Pressure	\$65.00	
Air Conditioning & Refrigeration:	Up to 3 Tons	\$30.00
	4 Tons - 50 Tons	\$45.00
	> 50 Tons	\$65.00
Solid Fuel Burning Device	\$25.00	
Heat Pumps	\$30.00	
Sprinkler/Fire Suppression System (# of heads):	1 - 100	\$150.00
	101 - 200	\$175.00
	201 - 300	\$200.00
	301 - 400	\$225.00
	401 - 500	\$275.00
	Over 500	\$300.00
Fire System Test	Hourly Rate: \$55.00 / hr	\$110.00 2 hour minimum
Pre-Fab Fireplace or Wood Stove	\$35.00	
Chimney Liners	\$35.00	
Fire Damper	\$20.00	
Humidifier or Air Cleaner	\$35.00	
Commercial Kitchen/Exhaust Hood	\$40.00	
Exhaust Fans:	Residential Bath & Kitchen	\$10.00
	Up to 1,000 cfm	\$25.00
	> 1,000 cfm	\$35.00
Underground Fuel Storage Tank	\$45.00 per tank	
Above Ground Fuel Storage Tank	\$35.00 per tank	
Add on Fee	\$10.00	
Chiller	\$30.00	

**2015 Mechanical Fee Schedule**

Commercial/Industrial Scale		\$30.00	
Compressor		\$30.00	
Cooling Towers		\$30.00	
Evaporator Coils		\$30.00	
Extra Inspection		\$55.00	
Fire Dept. Sprinkler System Plan Review		\$200.00	
Fire Dept. Sprinkler System Hydrostatic Test		\$200.00	
		Residential	Commercial / Industrial
Heat Recovery Units		\$10.00	\$20.00
Unit Ventilators/PTAC Units		\$10.00	\$20.00
Generator		\$35.00	\$70.00
Air Handler		\$30.00	\$60.00
V.A.V. Boxes		\$10.00	\$20.00
Hot Water Heater		\$25.00	\$60.00
Hot Water & Steam Distribution:	0" - 2"	\$30.00	
	2 1/4" - 4"	\$55.00	
	> 4"	\$75.00	
Reinspection		\$65.00	
Kitchen Exhaust Hood		\$40.00	
Lawn Sprinkler System		\$25.00	
Registration:		\$15.00	
Oil Burner	<200,000	\$30.00	
	200,000 to 500,000	\$40.00	
	>500,000	\$65.00	
Permit Renewal		50% of Original permit fee Max \$250	
Postage	Minimum	\$1.00	or actual cost
Plan Review	In-House	\$25.00	per hour
	Outside Plan Review Service	120% of Cost	
Special Inspection	2-hr Minimum	\$55.00	per hour
Penalty for Work Started Without a Permit		2 X Permit Fee(s)	
Outside/replacement inspector (2hr min)	2-hr Minimum	\$55.00	per hour

**Charter Township of Van Buren  
2015 Plumbing Fee Schedule**

*Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015*

Permit Type		Fee
Base Permit Fee		\$40.00
Fixtures, Water Connected Appliances	Each	\$8.00
Stacks (soil, waste, vent & conductor)	Each	\$8.00
Sewer (sanitary – storm):	Less than 6"	\$40.00
	6" and over	\$95.00
Sub-Soil Drains		\$10.00
Drains		\$10.00
Modular Installation		\$85.00
Mobile Home Hookup		\$55.00
Sewage Ejectors, Sumps, Manholes	Each	\$10.00
Water Distributing Pipe:	Minimum	\$20.00
	3/4" - 1 1/2" service	\$30.00
	2" service	\$40.00
	3" service	\$60.00
	4" service	\$75.00
	> 4" service	\$100.00
Backflow	Each	\$20.00
Hot Water Heater		\$25.00
Special Inspection	2-hr Minimum	\$55.00 per hour
Re-Inspection	Not ready for inspection	\$65.00
Lawn Sprinkler (vacuum breaker, water connection)		\$25.00
Postage	Minimum	\$1.00 or actual cost
Add on Fee		\$10.00
Air Admit Valve		\$8.00
Back Water Valve		\$8.00
Extra Inspection Fee	In excess of rough & final	\$55.00
Registration:	New	\$30.00
	Renewal	\$20.00
Shower Pan	Each	\$15.00
Studor Vent	Each	\$8.00
Sump Line		\$95.00
Water Service		\$95.00
Water/Sewer Lead		\$95.00
Vacuum Breaker Residential		\$25.00
Vacuum Breaker Commercial		\$30.00
Domestic water treatment and filtering equip.		\$25.00
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Permit Renewal		50% of original permit fee (Max. \$250)
Plan Review:	In House	\$25.00 per hour
	Outside Plan Review Service	120% of cost
Fee for Work Started without permit		2 X permit fee

**Charter Township of Van Buren  
2015 Planning Fee Schedule**

*Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015*

Type of Application	Township Fees	Consultant Fees	Per Acre Fee	Unit/Lot/Tree Fee
Rezoning	\$600.00	\$700.00	\$30.00	
Conditional Zoning Amendment , Reviews, Rezoning Contract and Conditions	\$1,500.00	\$1,500.00	\$30.00	
<i>Additional Reviews by Consultant</i>		Cost + 20%		
Special Land Use (new developments)	\$800.00	\$700.00	\$30.00	
Special Land Use (existing building, no site changes)	\$500.00	\$500.00	\$30.00	
Concept Plan Review Only	\$350.00	\$350.00		
<i>* Additional Reviews by Consultant</i>		Cost + 20%		
Engineering Concept Plan Review Only		\$500.00	\$25.00	
<b>Site Plan Review- NON Residential</b>				
Commercial Development	\$2,500.00	\$500.00	\$150.00	
Industrial Development	\$2,500.00	\$500.00	\$150.00	
Public or Semi-public Development			\$450.00	\$ 150.00
Administrative Review (Re-occupancy, building additions, site changes to Existing Use)	\$400.00		Minor Change	
	\$1,250.00	\$500.00	Major/New Structure	
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
<b>Site Plan Review- Residential</b>				
Site Condominium	\$2,500.00	\$455.00		\$30.00
Cluster Housing Development (PRD)	\$4,000.00	\$465.00		\$30.00
Multiple Family	\$3,000.00	\$400.00		\$10.50
Mobile Home Park	\$3,000.00	\$600.00		\$10.50
Condominium, PRD, Subdivision Documents		Cost + 20%		
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
Dev. Instigated Rev. Approved Plat, Archetechual Rev. Existing Developments	\$750.00	\$750.00		\$15.00
<b>Subdivision/Plat Review</b>				
Sketch Plan Review	\$400.00	\$350.00		\$ 30.00
Site Plan Review (Tent. Preliminary Plat)	\$2,000.00	\$700.00		\$30.00
Preliminary Plat Review	\$600.00	\$500.00		\$15.50
Final Plat Review	\$700.00	\$600.00		\$15.50
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
<b>Special Meetings</b>				
Expedited Review	150% Cost	Cost + 150%		
Planning Commission	\$560.00	Cost + 20%		
Board of Zoning Appeals (Single Family Res.)	\$400.00	\$350.00		
Board of Zoning Appeals (Non- Res./Multiple)	\$400.00	\$350.00		
<b>Other Fees</b>				
Variance Review	\$500.00	\$500.00		
Zoning Verification	\$75.00			
Replat/Change to Master Deed	\$250.00	\$250.00		\$75.00
Woodland/Tree Removal	\$350.00	\$700.00	\$65.00	\$3.00
Tree Replacement (per-tree)				\$350.00
Lot Split Review	\$75.00	\$350.00		
Accessory Structure Modification	\$250.00			
Fire Department Site Plan Review	\$400.00			
Temporary Land Use/Special Event Permit	\$1,250.00			
Grass & Weeds Mowing / Blight / Property Maintenance Administration Fee (Ordinance)				Cost + \$100
Developer Initiated Master Plan or Zoning Amendments to Text and Maps	\$1,500.00	Cost +20%		

*\*Consultant review fees include the initial review. Any additional reviews shall be charged at Cost + 20%*



January 17, 2014

Mr. Arthur Mullen  
Director of Planning and Economic Development  
Van Buren Charter Township  
46425 Tyler Road  
Belleville, MI 48111

**Subject: Updated Professional Services Fee Schedule, January 1, 2014 through December 31, 2014**

Dear Mr. Mullen:

Under McKenna Associates' current contract with Van Buren Township, Section 7 of the Addendum to Professional Services Agreement (effective October 1, 2003), the fees contained in Section 7.A and 7.B of that Agreement shall be modified annually be a percentage equal to the Consumer Price Index (CPI) increase for the Detroit metropolitan region for the previous twelve (12) months, as reported by the U.S. Department of Labor, Bureau of Labor Statistics.

The December 2013 CPI for All Items increased 0.8% over the December 2012 CPI. We have adjusted the fees contained in Sections 7.A and 7.B to reflect the 0.8% increase, and have attached a revised fee schedule for your use, reflecting the adjusted rates. We will begin using these 2014 rates in our invoice for January 2014 services to the Township.

As always, it is a great pleasure to continue working with the Township's elected and appointed officials, staff and you.

**McKENNA ASSOCIATES**

Sara J. Hodges, AICP  
Senior Vice President

Enc. Revised Fee Schedule 2014 – mark-up  
Revised Fee Schedule 2014 – clean  
Addendum – 10/1/03

Daniel C. Besson  
Deputy Director of Public Safety – Fire Division  
O: 734-699-8916 C: 734-673-1019

Van Buren Fire Department  
46425 Tyler Rd  
Van Buren Twp., MI 48111



# 2015 Fee Schedule

*Effective date of January 1, 2015*

## **Site Plan & Review**

Site plan reviews are traditionally performed by the department's Fire Marshal's Office and consists of the comparing plans submitted for new commercial or renovation projects with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association (i.e. NFPA 1 – Uniform Fire Code, NFPA 13 – Installation of Sprinkler Systems, or NFPA 101 – Life Safety Codes) code books. The Fire Marshal works hand in hand with the township's Department of Planning and Economic Development. In 2013 the Van Buren Fire Department adopted the 2012 editions of the NFPA 1 and NFPA 101 as its fire codes.

Site plans are checked for such things as emergency vehicle approach and accesses, fire department connection points, fire hydrant location and flow calculations, sprinkler systems, and occupant loads. The fire department reserves the right to seek third party plan reviews and/ or consultation, as needed, and those fees are not included in this fee schedule. The Van Buren Fire Department strives to complete plan reviews within 10 business days. *Rush* (within 5 business days) and *Immediate* requests (within 2 business days) will be accepted at a surcharge of 50% and 150% respectively. The Van Buren Fire Department reserves the right to deny *Rush* and *Immediate* requests.

Plans submitted to the fire department for review require the following items:

- Project name and address
- Contractor (if applicable) company name and address as well as their contact person's phone number and email address
- Project's scope of work
- Required information for fire alarm or sprinkler system submittals (see page two of this document)

**Our Mission:** The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

### Fire Alarm Submittals:

- A floor plan
- Location of alarm initiating and notification appliances
- Alarm control and trouble signaling equipment
- Annunciation
- Power connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturer's, model numbers, and listing information for equipment, devices, and materials
- Details of ceiling heights and construction
- The interface of fire safety control functions

### Sprinkler System Submittals:

- A floor plan
- Water supply per NFPA 13, section 6-3
- Ceiling plan, obstructions and equipment
- Joist locations and sizes
- Sprinkler locations
- Pipe locations and sizes
- Design criteria
- Occupancy
- Hydraulic calculations
- Sprinkler types
- Location of flow test hydrants
- Size and length of underground supply
- Manufacturer's equipment data sheets
- Full height building cut serious

<b>Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings</b>	<b>\$ 400</b>
<b>Additional follow-up site plans (for corrections / additions)</b>	<b>\$50/hr.</b>
<b>Fire Alarm System Plan Review (panels, detection, control, and activation devices)</b>	<b>\$ 250</b>
<b>Fireworks Storage &amp; Vending Review</b>	<b>\$ 300</b>
<b>Kitchen Cooking System Plan Review</b>	<b>\$ 300</b>
<b>Special Meeting; Attendance</b>	<b>\$ 50/hr.</b>
<b>Sprinkler System Plan Review (NFPA 13)</b>	<b>\$ 300</b>
<b>Storage Tank Plan Review</b>	<b>\$ 150</b>

### *Fire Inspection Services*

Fire Inspections are traditionally performed by the department's Fire Inspector or the Fire Marshal and consists of on-site inspections of commercial, industrial, or multi-family residences (i.e. apartment or condo complexes) for the compliance of previously approved plans (i.e. did what the contractor say was going to be installed get installed?) or life safety features (such as exit lighting, sprinkler maintenance, egress doors, or the function of a smoke detector) with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association.

<b>Circus, Fairs, and Carnivals - Inspection</b>	<b>\$ 200</b>
<b>Circus, Fairs, and Carnivals – Stand by</b>	<b>Billed based on use</b>
<b>Fire Alarm / Fire Pump System Test</b>	<b>\$ 100</b>
<b>Fire Drill – Inspection / Evaluation</b>	<b>\$ 100</b>
<b>Fire Watch</b>	<b>Billed based on use</b>
<b>Fireworks Show / Display / Sales – Inspection / Permit</b>	<b>\$ 200</b>
<b>Fireworks Show / Display – Stand-by</b>	<b>Billed based on use</b>
<b>Kitchen Cooking System Inspection</b>	<b>\$ 200</b>
<b>Business Inspection; General (first inspection free; second free if items are corrected)</b>	<b>\$ 0</b>
<b>Re-Inspection; General - Assembly Occupancy &lt;10,000 sq. ft.</b>	<b>\$ 250</b>
<b>Re-Inspection; General - Assembly Occupancy &gt;10,000 sq. ft.</b>	<b>\$ 300</b>
<b>Re-Inspection; General – High Hazard</b>	<b>\$ 300</b>
<b>Re-Inspection; General – Institutional</b>	<b>\$ 200</b>

Re-Inspection; General – Mercantile & all others	\$ 100
Re-Inspection; General – Restaurant	\$ 200
Multi-family Life Safety Inspections (1 to 6 units)	\$ 100
Multi-family Life Safety Inspections (more than 6 units)	\$ 100 + \$15/ea.
Occupant Load Review, Calculations, and Posting	\$ 150
Occupant Load re-posting requests	\$ 100
Prescribed Burn Permits	\$ 100
Public Assembly – Special Event Usage	\$ 100
Smoke Detector Test	\$ 100
Sprinkler System Hydrostatic Flush (witnessed)	\$ 100
Sprinkler System Hydrostatic Test (witnessed)	\$ 200
Violation – Fire Lane	See Police Department Fine Schedule
Violation – Exit / Egress Doors Blocked	\$ 200/ea.
Violation – Overcrowding; exceed occupant load	\$ 500
Violation – Fire or life safety systems and equipment not maintained	\$ 100
Violation – Failure to submit plans and/or obtain permit	\$ 100

**Cost Recovery or Non-resident User Fee Events**

Multi-family Residential Fire with non-functioning smoke detectors	\$ 500
Fire in a commercial or industrial establishment	\$ 500
Motor Vehicle Crash Response & Clean-up (at-fault driver; non-resident)	\$ 350
Motor Vehicle Crash Response – Specialized extrication (at-fault; non-resident)	\$ 450
Specialized Rescue – Water, Ice, Trench, Collapse, Angle, Elevator and Search	\$ 500
Motor Vehicle Fire (passenger vehicle; non-resident)	\$ 300
Motor Vehicle Fire (commercial or industrial)	\$ 500
Incendiary Fires & Hazardous Material Incidents	all fees and costs
False Alarm transmitted to the public safety department	
• First false alarm in a calendar year	No fee
• Second false alarm in a calendar year	\$ 50
• Third false alarm in a calendar year	\$ 100
• Fourth and each succeeding false alarm in a calendar year	\$ 200

**Generalized Staff Fees**

<b>Fire Chief</b>	<b>\$ 53.14/ hr. – ST</b> <b>\$ 74. 93/hr. – OT</b>
<b>Battalion Chief</b>	<b>\$ 35.56/hr. – ST</b> <b>\$ 53.34/hr. – OT</b>
<b>Captain</b>	<b>\$ 30.33/hr. – ST</b> <b>\$ 45.49/hr. – OT</b>
<b>Lieutenant</b>	<b>\$ 24.51/hr. – ST</b> <b>\$ 36.77/hr. – OT</b>
<b>Sergeant</b>	<b>\$ 23.40/hr. – ST</b> <b>\$ 34.05/hr. – OT</b>
<b>Fire Inspector / Fire Marshal</b>	<b>\$ 40.51/hr. – ST</b> <b>\$ 56.68/hr. – OT</b>
<b>Fire Fighter</b>	<b>\$ 22.26/hr. – ST</b> <b>\$ 33.38/hr. – OT</b>
<b>Engine</b>	<b>\$ 100.00/ hr.</b>
<b>Ladder Truck</b>	<b>\$ 150.00/hr.</b>
<b>Rescue</b>	<b>\$ 100.00/hr.</b>
- <b>Specialized Rescue Equipment (i.e. Jaws of Life®/ Ice Commander®)</b>	<b>\$ 50.00/ tool</b>
<b>Staff / Utility Vehicle</b>	<b>\$ 50.00/hr.</b>
<b>EMS Bike (does not include personnel)</b>	<b>\$ 10.00/hr.</b>

Western Wayne County Fire Department Mutual Aid Association's and Washtenaw County Mutual Aid Association Hazardous Incident Response Team (HIRT) and Urban Search and Rescue Team (USAR) use charges as determined by the mutual aid association.

**These fees apply to special events and cost recovery.**

*Additional Services, Equipment and Manpower Fees*

<b>Fire/EMS/Accident/HazMat Reports</b>	<b><del>\$ 10.00</del></b>
<b>Fire Reports – 2 Years or Older</b>	<b>\$ 25.00</b>
<b>Freedom of Information Requests</b>	<b>\$ 40.51/hr</b>
<b>CD Pictures</b>	<b>\$ 20.00 per CD</b>
<b>Training Classes, Props, and Services</b>	<b>Contact Us for Pricing</b>

## 2015 Van Buren Parks Fee Schedule

### Pavilions # 1,2,3 at Van Buren Park and Riggs Park Pavilion

	<b>All Day</b>
<b>Resident</b>	<b>\$100.00</b>
<b>Non-Profit Groups</b>	<b>\$100.00</b>
<b>Non-Resident</b>	<b>\$120.00</b>
<b>Commercial/Corporate Groups</b>	<b>\$120.00</b>

### Pavilions # 4 at Van Buren Park and Quirk Park Pavilion

	<b>All Day</b>
<b>Resident</b>	<b>\$90.00</b>
<b>Non-Profit Groups</b>	<b>\$90.00</b>
<b>Non-Resident</b>	<b>\$110.00</b>
<b>Commercial/Corporate Groups</b>	<b>\$110.00</b>

**Pavilion reservations for Van Buren school groups**

During weekends in VB Park	\$45.00
Weekdays – Needs Approval from Management	Free
Riggs and Quirk	Free

**\*\*\*All pavilion patrons are still subject to the vehicle gate fees\*\*  
(Quirk and Riggs Parks have no entrance fee)**

Resident Daily Vehicle Resident Park Entry Pass	\$5.00
Non Resident Daily Vehicle Resident Park Entry Pass	\$7.00
Annual Resident Vehicle Park Entry Pass	\$15.00
Annual Non-Resident Vehicle Park Entry Pass	\$20.00
Annual Senior Vehicle Park Entry Pass	\$8.00

\*Deposit for pavilion rentals \$50.00

Class Title	Van Buren Resident Fee	Non Resident Fee
Baby Sitter CPR/Certification	\$ 50.00	\$ 65.00
Baseball Skills Camp	\$ 55 an hour per class	\$ 55 an hour per class
Basketball Clinic (6 weeks)	\$ 45.00	\$ 60.00
Beachbody Fit Club (4 weeks)	\$ 25.00	\$ 35.00
Card Making	\$ 12.00	\$ 14.00
Cheerleading	\$ 50.00	\$ 60.00
Daddy Daughter Dance (Couple)	\$ 20.00	\$ 25.00
Daddy Daughter Dance (Additional Child)	\$ 5.00	\$ 5.00
Daddy Daughter Dance (Additional Adult)	\$ 10.00	\$ 10.00
Day Camp (4 weeks)	\$ 450.00	\$ 465.00
Get Up & Get Active	\$ 80.00	\$ 95.00
Girls Fastpitch Softball 12u Travel Ball field Rental (2 days)	\$ 200.00	
Gymnastics, Ages 3-4/4-5, 30 min (10 weeks)	\$ 60.00	\$ 75.00
Gymnastics, Ages 6 & up, 45 min (10 weeks)	\$ 65.00	\$ 80.00
Gymnastics, Ages 6 & up, 60 min (10 weeks)	\$ 70.00	\$ 85.00
Gymnasium Rental (Per Hour)	\$ 20.00	\$ 35.00
Hoppin' Hullabaloo (Per Child)	\$ 5.00	\$ 5.00
Kid Kwon Do (12 weeks)	\$ 35.00	\$ 55.00
Michigan Nationals Travel Baseball League (per year)	\$ 800.00	\$ 800.00
Mother/Daughter Tea Party (Couple)	\$ 25.00	\$ 30.00
Mother/Daughter Tea Party (Additional Child)	\$ 5.00	\$ 5.00
Mother/Daughter Tea Party (Additional Adult)	\$ 10.00	\$ 10.00
Mother/Son Bowl (Couple)	\$ 25.00	\$ 30.00
Mother/Son Bowl (Additional Child)	\$ 5.00	\$ 5.00
Mother/Son Bowl (Additional Adult)	\$ 10.00	\$ 10.00
Multi-Purpose Room Rental (3.5 hours) Deposit	\$ 50.00	\$ 50.00
Multi-Purpose Room Rental (3.5 hours)	\$ 90.00	\$ 105.00
Open Gym Fee	\$ 3.00	\$ 5.00
Open Gym Fee (Van Buren Public School ID)	\$ 2.00	\$ 2.00
Pickleball	\$ 2.00	\$ 2.00
Soccer Field Rental	\$ 10.00 per player	\$ 10.00 per player
Softball Field Rental not dragged (per hour)	\$ 20.00	\$ 25.00
Softball Field Rental if lined and dragged (per hour)	\$ 25.00	\$ 30.00
Softball Field Light Usage (per hour)	\$ 10.00	\$ 10.00
Scoreboard Rentals (per game)	\$ 10.00	\$ 10.00
Tae Kwon Do (12 weeks)	\$ 55.00	\$ 70.00
Tae Kwon Do yearly tournament room rental	\$ 150.00	
Tot Camp (4 weeks)	\$ 450.00	\$ 465.00
Tween Camp (4 weeks)	\$ 450.00	\$ 465.00
Urban Ballroom (10 weeks)	\$ 50.00	\$ 60.00
Urban Ballroom (Drop-in Per Class)	\$ 6.00	\$ 7.00
Yoga	\$ 50.00	\$ 65.00
Yoga (Drop-in Per Class)	\$ 7.00	\$ 9.00
Youth Cheerleading	\$ 50.00	\$ 65.00
Zumba (Drop-in Per Class)	\$ 7.00	\$ 8.00
Zumba (Punch Card)	\$ 35.00	\$ 40.00
PIP Preparation For Independence Project	\$60 for 6 wks/40 for 4 wks	\$70 for 6wks/50 for 4 wks

# CHARTER TOWNSHIP OF VAN BUREN

## ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015.

### **Lot Splits/Combinations in accordance with Land Division Act of 1997**

#### Non-refundable application review:

\$250 for each proposed new description.  
Application fee covers initial review and one re-review, if necessary.

#### GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

### **Subdivision/Condominium Plat and/or Amended Subdivision Condominium Re-Plat**

#### Non-refundable township review fee

The number of maximum allowable divisions under the Land Division Act of 1997 (based upon acreage) @ \$250 each

#### GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

If the development is built in phases, the processing fee for each phase must be paid prior to the issuance of any permits in the new phase.

### **Outside Professional Services**

It is sometimes the practice of the township to use outside professional(s) as consultants for matters relating to splitting or combining property. These services would include, but not be limited to: planners, engineers, attorneys, architects and special inspectors. When such professional outside consultant(s) are used, the cost for their service(s) shall be passed to the applicant or customer whose project requires the service. Actual cost for consultant(s) plus 20% will be passed through. All such charges shall be due and payable upon receipt of Township invoice. No description shall be recorded until all fees are paid. The Assessing Department shall be responsible for billing all appropriate costs.

### **Wayne County GIS/Engineering Consulting Fee**

\$150\* per hour for any Wayne County research or consulting required by property owner(s). A minimum deposit for two hours of time (\$300\*) shall be provided to the Township in advance. Upon presentation of an invoice from Wayne County to Van Buren Township, payment will be made from that deposit. Any amounts owed will be billed to the property owner or any amounts due the property owner will be refunded in accordance with regular Van Buren Township policy. A 20% township administrative fee will be assessed in addition to all Wayne County Charges

### **Lot Split Ordinance**

\$10.00 for each copy.

### **Address Assignment**

\$25.00 for each address issued.

### **Industrial Facilities Tax/PA 328 Exemption Application**

\$1,200 – for each application  
\$ 500 – for each request to establish an Industrial Development District.

### **Copying Charges**

\$1.00 per page

Approved: December 2, 2014

Effective: January 1, 2015