

MUNICIPAL CENTER RULES AND REGULATIONS

1. Township facilities may be used by non-profit, no-partisan, non-political and community-based organizations. The Municipal Center is not available for private use.
2. The Municipal Center shall not be reserved for religious service/promotions or for any activity which may be deemed: in conflict with Township policy, improper or unsuitable to be held in a public facility or in violation of the law.
3. The Municipal Center may not be used by profit making groups or ventures.
4. Solicitation of funds is not permitted in the building.
5. No admission fess may be charged by individuals or groups to attend their public meeting.
6. Any form of gambling or game of chance, unless expressly permitted by law and subject to the approval and issuance of special permits, is prohibited on the premises.
7. The use of any alcoholic beverages and/or drugs, other than those expressly prescribed by a physician for medical purposes, is prohibited.
8. A Building Monitor will be on duty during all hours of building operation, and groups must guarantee responsiveness to the directives of all Township staff. Accidents and damage, no matter how trivial, must be reported to the Building Monitor and/or Township staff.
9. Upon arrival, the applicant must check in at the Community Center recreation desk and present the agreement to the Building Monitor. The applicant 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 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.
10. Normal clean up 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 cleaning of all counters, tables and chairs.
11. Property of the Municipal Center shall not be removed from the facility at any time.
12. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the Municipal Center. Some items may be moved or placed out of sight with advance Township approval, but must be returned to their original location at completion of use.
13. Set up the evening before an event will require Township approval providing the request is made prior to the event and the room is available.
14. Group shall be confined to the room assigned, except for use of restrooms and common areas. Use of hallways within the Municipal Center is prohibited.
15. The propping open of exterior doors is expressly prohibited.
16. Placement of posters, banners, decorations, etc. is prohibited. Writing on glass, windows, mirrors, walls, etc. is not allowed.
17. Tape or any type of adhesive, nails, tracks, etc. are not to be affixed to any wall, ceiling, etc.
18. Use of Township equipment (copy machines, computers, typewriters, fax machines, telephones, etc.) is prohibited.
19. Tables and chairs shall not be dragged or thrown.
20. Requests for electrical extensions must be made to the Township.
21. Smoking is strictly prohibited in the Municipal Center.
22. Groups comprised of individuals under the age of 18 must have at least 2 adults (18 or older) in attendance for every 20 persons during time of use. **Children must be directly supervised at all times.**
23. The Municipal Center is not responsible for equipment or supplies brought in by groups. Items delivered to the Municipal Center will not be stored.
24. The Charter Township of Van Buren assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the facilities.
25. The Charter Township of Van Buren is not responsible for damage or theft of personal items.
26. A certificate of insurance naming the Charter Township of Van Buren, its Board and representatives as additional insureds may be required for use.
27. Groups are responsible for any and all damage, interior or exterior, caused during their occupancy of the building. Proper supervision must be provided by the applicant group. Damage to or loss of Township property will be levied if and when it is found necessary. Any additional charges levied by the Township for use or misuse of the facility are final.
28. 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.
29. If the applicant or group intends to bring food and beverage to the event, this intent must be stated in the initial usage agreement. Food and beverages shall be limited to donuts, bagels, coffee, tea and carbonated beverages. Approval is subject to \$50.00 security deposit. Note: The Township reserves the right to deny this request.
30. Under no circumstances shall groups congregate in the parking lot during or following the use of Township facilities. Any proposed use of the parking lot area(s) shall be subject to a special review of the proposed activity by the 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.
31. The Township Board Room is not available for use.