

**Van Buren Township
Parks and Recreation Department
Multi-Purpose Party Room and Gymnasium
Fees/Times**

Saturdays Multi-Purpose Room

2:00p.m.-5:30p.m.

- VBT Resident \$90.00 Non Resident \$105.00

Must be in promptly at 2:00p.m. and out by 5:30p.m.

Sundays Multi-Purpose Room

2:00p.m.-5:30p.m.

- VBT Resident \$90 Non Resident \$105

Must be in promptly at 2:00p.m. and out by 5:30p.m.

Saturdays Gymnasium Rental

3:30p.m.-5:30p.m.

- VBT Resident \$20 per hour Non Resident \$35 per hour

Must be in promptly at 3:30p.m. and out by 5:30p.m.

Sundays Gymnasium Rental

12:30p.m.-2:30p.m.

- VBT Resident \$20 per hour Non Resident \$35 per hour

Must be in promptly at 12:30p.m. and out by 2:30p.m.

*Gym rental times are arranged around the gymnasium recreation class schedule.

****Only one small appliance per outlet in the Multi-Purpose Room**

Van Buren Township Parks and Recreation Department

Multi-Purpose Room Rental Policies:

- 1.) **No Refunds** for room rentals. You may switch a date within two weeks of your scheduled date, if another date is available.
- 2.) All contract signers (renters) must abide by times and dates that were requested and approved. Renters may not enter the Multi-Purpose Room any earlier than what they have rented i.e.; morning rental, afternoon or all day rental options. Plan for your party within the 3.5 hour (half day) or 8 hour (all day) rental.
****Don't plan on getting in the room any earlier than the times you have rented. Recreation Staff needs time in between parties to clean and set-up for the next event. If a renter is not occupying the room before your event it is still not feasible to allow early set-up. We have to be consistent with each renter.**
- 3.) Tables and chairs will be provided. Must know at least 48 hours in advanced the final count needed for tables and chairs as well as set-up.
Tables are 3 feet wide by 6 feet long
- 4.) Decorations will be the responsibility of the renter. Tape, scissors, pens etc. must be supplied by the renter. Interior party decorations, crepe paper, signs or posters may only be attached to walls and ceilings in a manner that causes no holes, marks or leaves any remnants. Any cleanup, repairs, or touch up painting cost may be deducted from the security deposit. No exceptions.
- 5.) No signs should be stapled or attached to the Recreation Building. In the event your group's function/activity requires signs to be posted outdoors at the requested facility, you must check with the Development/Ordinance Department.
- 6.) Food and drinks are only allowed in the Multi-Purpose Room. No food or drinks are permitted in the gymnasium. Absolutely NO ALCOHOLIC beverages allowed on township property! No kitchen is available. The Multi-Purpose Room does include a sink/water. (If you need to keep ice cream cold, staff will put in the freezer. A refrigerator is *not* available.)
Paper products must be provided by the renter.
- 7.) No Smoking allowed in the facility. If the guests of the event/activity need to smoke, smoking is only allowed outdoors. Smoking must be kept six feet away from the front entrance of the Recreation Department. No exceptions.

Van Buren Township Parks and Recreation Department

Multi-Purpose Room Rental Policies Continued:

8.) All fire regulations for the Municipal Community Center must be observed including:

- Keeping exits clear at all times.
- Room capacity **53 people with tables and chairs/160 standing only**
- A person shall not use or allowed to use any open flame, i.e. burning candle (this includes candles for chafers) without obtaining approval from the Recreation Department and Fire Department.

9.) If safety is an issue, please notify the recreation front desk staff or call the police department at 734-699-8930. Emergencies call 911.

10.) All trash must be cleaned up and disposed of in the dumpster (located in the back of the building) prior to departure by the renters.

11.) Rooms will be swept prior to the renters arrival. A broom will be made available for renter to provide light sweep up after event.

12.) Renters may stand in the fire lane to drop off supplies but must park in the parking spaces immediately after all equipment has been brought in the building. Guests must park in the parking lot spaces as well. Must have an ADA sticker to park in the ADA parking spaces. The ADA sticker must be visible at all times. No exceptions.

13.) All children must be supervised by an adult. Roaming in the hallways or other rooms is not allowed.

14.) Music can be played quietly. A radio is not provided. Renter must provide their own. If music is not kept to an indoor volume, recreation staff will ask for the radio to be turned off. Music must be kept to family music...NO profanity!! DJs are not allowed without deputy director approval.

15.) All contract signers (renters) must abide by times and dates that were requested and approved.

16.) **Please Be On Time** for your reservation! No show within the first 20 minutes of the reserved hour(s) is considered a cancellation. NO refunds. If you show up late, extra time is not allotted.

Van Buren Township Parks and Recreation Department

Multi-Purpose Room Rental Policies Continued:

17.) Van Buren Township Recreation Department reserves the right to cancel room rentals due to emergencies. Refunds will be provided only if Van Buren Township cancels the room rental.

18.) All room renters must check in at the recreation front desk prior to set-up of event. Upon first arrival the recreation staff member will go into the room with the renter to review the check list of the room.

19.) 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.

20.) The Municipal Center may not be used by profit making groups or ventures.

21.) 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.

22.) The propping open of exterior doors is prohibited unless permission from recreation staff.

Van Buren Township Parks and Recreation Department

Gymnasium Rental Policies:

- 1.) **No Refunds** for room rentals. You may switch a date within two weeks of your scheduled date, if another date is available.
- 2.) All contract signers (renters) must abide by times and dates that were requested and approved. Renters may not enter the gym any earlier than what they have rented i.e.; morning rental, afternoon or all day rental options.
Plan for your party within the hours rented.
- **Don't plan on getting in the room any earlier than the times you have rented. Recreation Staff needs time in between parties to clean and set-up for the next event. If a renter is not occupying the room before your event it is still not feasible to allow early set-up. We have to be consistent with each renter.**
- 3.) Food and drinks are only allowed in the Multi-Purpose Room. No food or drink is permitted in the gymnasium. Absolutely **NO ALCOHOLIC** beverages allowed on township property!
- 4.) No profanity permitted! No exceptions.
- 5.) Please respect the equipment in the gym (e.g. no climbing on the gymnastics mats and/or balance beam, etc.).
- 6.) All room renters must check in at the recreation front desk prior to set-up of event. Upon first arrival the recreation staff member will go into the room with the renter to review the check list of the room.
- 7.) If renting the gym space for sports practice, proper indoor equipment must be used at all times. Recreation staff will monitor this activity.
- 8.) Used basketballs and/or volleyball, soccer balls etc., can be rented at the recreation front desk staff but first the renter's driver's license must be given to the recreation staff. The I.D. will be returned once the equipment is returned undamaged. No exceptions.
- 9.) Van Buren Township Recreation Department reserves the right to cancel room rentals due to emergencies. Refunds will be provided only if Van Buren Township cancels the room rental.

Gymnasium Rental Policies Continued:

10.) **Please Be On Time** for your reservation! No show within the first 20 minutes of the reserved hour(s) is considered a cancellation. NO refunds. If you show up late, extra time is not allotted.

11.) Music can be played quietly. A radio is not provided. Renter must provide their own. If music is not kept to an indoor volume, recreation staff will ask for the radio to be turned off. Music must be kept to family music...NO profanity!! DJs are not allowed without deputy director approval.

12.) All children must be supervised by an adult. Roaming in the hallways or other rooms is not allowed.

13.) Rooms will be swept prior to the renters arrival. A broom will be made available for renter to provide light sweep up after event.

14.) All trash must be cleaned up and disposed of in the dumpster (located in the back of the building) prior to departure by the renters. Failure to do so will result in NO refund of deposit. No exceptions.

15.) All fire regulations for the Municipal Community Center must be observed including:

- Keeping exits clear at all times.
- Room capacity/maximum occupancies
- A person shall not use or allowed to use any open flame, i.e. burning candle (this includes candles for chafers) without obtaining approval from the Recreation Department and Fire Department.

16.) If safety is an issue, please notify the recreation front desk staff or call the police department at 734-699-8930. Emergencies call 911.

17.) No Smoking allowed in the facility. If the guests of the event/activity need to smoke, smoking is only allowed outdoors. Smoking must be kept six feet away from the front entrance of the Recreation Department. No exceptions.

18.) 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.

19.) The Municipal Center may not be used by profit making groups or ventures.

20.) 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.

21.) The propping open of exterior doors is prohibited unless permission from recreation staff.

Van Buren Township Recreation Department Room Rental Contract

Name: _____

Address: _____

City: _____ **Zip:** _____

Day Phone: _____ **Evening Phone:** _____

Email: _____

Alternate Person Name: _____

Day Phone: _____ **Evening Phone:** _____

Type of Event: _____

Requesting staff for gym activities? Y N **If yes, age of guests?** _____

Do you need to Heat food: Y N (Limited electricity, one plug per outlet, four outlet max)

Cool food: Y N (Staff can put ice cream in freezer)

Please Circle One:

Resident (Resident pays property taxes to Van Buren Township) or Non-Resident

Room Requesting (Please Circle One): Multi-Purpose Gym Both

Date of Event: _____ **Amount of people:** _____ (Children & Adults)

Time: From _____ To _____ (Please include set up time)

Set up Requested: (remember only tables and chairs provided) **Tables are 3'x 6'**

Example: 6 tables needed with 6 chairs at each and one table for presents

I hereby accept all responsibility for and will not hold the Charter Township of Van Buren, all of its officers, elected officials, employees, agents, representatives, servants and members of boards and commissions and/or Van Buren Township Parks and Recreation Department liable for any loss, damage, or injury to property or any person as a result of involvement in Van Buren Township's recreation classes, programs and/or room rentals.

In the event of sudden illness, accident, or injury which may occur while myself or my child is participating in an activity supervised by Van Buren Township employees, when neither the parents or guardian can be contacted, I hereby give my consent for emergency medical treatment as shall be necessary under the circumstances by any physician licensed under the laws of the State of Michigan. I understand that the Township may take photographs for use in Township publications and news releases without my written consent. It is my intention that this release be as broad as Michigan Law allows releases to be. I understand that, without this document, the cost of participation would necessarily be greater, and I also acknowledge that I may obtain insurance to protect myself if I so choose.

Finally I have read and agree with the refund terms and conditions for room rentals at the Van Buren Township.

Signature Date