

CHARTER TOWNSHIP OF COMMERCE RICHARDSON COMMUNITY CENTER POLICIES

The Charter Township of Commerce recognizes that Township buildings primarily belong to the citizens of the Township and should be made available to them. To exercise control of the use of Township owned buildings, the following policies have been adopted.

The use of the Township Community Recreation Facilities shall conform to the policies set forth in this policy statement:

General Policies

- A. Township community and recreation facilities shall be made available to the public consistent with any State statutes, County Health Department requirements, Township ordinances and policies of the Commerce Township Board "Township Board".
- B. Applicants must meet the requirements and conditions set forth by the Township Board.
- C. The group or individuals must be responsible individuals and represent responsible organizations.
- D. The group or individuals will guarantee orderly behavior.
- E. The Township of Commerce assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals, or groups of individuals, while using community recreation facilities.
- F. The Township reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization, under any circumstances. The Township may also refuse the use of the building to any person or organization they believe may cause damage to the Community Center.
- G. The activities must be lawful and in conformity with the regulations of the Township Board.
- H. Applicants must be at least 21 years of age to rent the facility.
- I. Groups comprised of persons 17 years old and younger must have one adult over the age of 21, for every 10 participants.
- J. Church and school groups must use their own facilities and may not use the center without express permission of the Township Supervisor or Director of Senior Services/Parks and Recreation. Proof that church and/or school facilities are not reasonably available at any time or date must be provided if a waiver is to be considered.
- K. Nothing may be removed, changed, rearranged, or revised in a community building without specific approval from the Township Supervisor or Director of Senior Services/Parks and Recreation. Applicants are required to set up and take down all special seating, tables, etc., and are also required to put tables and chairs in their customary places if moved.
- L. Decorations
 - i) No nails, tacks or tape of any kind shall be used to fasten anything whatsoever to the walls, woodwork or ceiling.
 - ii) No confetti/glitter will be permitted.
- M. Grounds

- i) Overnight parking is not allowed.
- ii) Parking is shared by Parks and Recreation Patrons, no guarantee to exclusive use of the lot.
- iii) Swimming is not permitted.
- iv) Camping is not permitted unless special permission is given by the Parks and Recreation Committee.
- v) The launching of any boats or crafts from Township property adjoining a lake is permitted only in designated areas or upon the recommendation of the Parks and Recreation Committee.

N. Signs

- i) No exterior advertising or printed messages regardless of the message, theme, or content are permitted upon or outside of the Community Center.

O. Setup and Takedown may only occur on the day and time of the rental contract. Access cannot be gained to the building prior to your rental time for set-up. Entry into the building, prior to rental time, will result in 100% forfeiture of security deposit.

P. Admission charges or collections are prohibited unless permission is specifically granted upon permits. Such permission will be granted only when the proceeds (after minimum sum had been deducted for necessary expenses) will be used solely for religious, charitable, philanthropic, civic, or other non-commercial, non-personal purposes. Collection privileges will be specifically restricted. In any case, a satisfactory financial statement of receipts will be required within thirty (30) days of the event.

Food and Alcohol Policy

A. Groups of individuals that intend to serve food at functions that will be open to the general public are subject to Oakland County Health Department regulations. Applicants who intend to use the Richardson Community Center for public functions *must* contact the Health Department at (248) 926-3305 and obtain a Temporary Food License if required.

B. *Service and consumption of alcohol:* The consumption of alcohol obtained from, and served by, the Township's approved vendor is permitted within the Community Center subject to the other terms of this policy. **No outside alcohol may be served or consumed within or outside of the Community Center.**

C. *Service and consumption of food:* The supply and service of food within the Community Center shall be provided by the Township's approved vendor except under the following circumstances:

- i) Small events where the total cost to the renter for food service, either catered or dropped-off, is less than \$300.00. The event may not have alcohol. The Township may request itemized invoices to determine the actual cost.
- ii) A limited number of excepted events approved in advance by the Township. Whether an event shall be excepted shall be in the sole discretion of the Township. If alcohol is to be consumed at an excepted event, it shall be obtained from, and served by, the Township approved vendor. No outside alcohol may be served or consumed within or outside of the Community Center.

D. No one under the age of 21 may consume alcohol on premises.

E. Any renter/guest that brings alcohol into the Community Center will forfeit 100% of their security deposit.

F. Township approved vendor:

Angel Food Catering, LLC

44850 N. Interstate 94 Service Dr
Belleville, MI 48111
734-697-1100
<https://www.angelfoodinc.com/>

- G. Please see Exhibit A & B for range of pricing with Angel Food Catering, LLC.
- H. Renter shall contact Angel Food within thirty (30) days of reserving a date with the Township and shall enter into a separate contract known as a Banquet Event Order (“BEO”) with Angel Food for catering and/or bar services.

Fire Prevention Policies and Regulations

- A. The use of open flames, such as lighted candles, is forbidden.
- B. Electrical extensions and decorations must be flame proof.
- C. Decorations, such as posters and banners, require special permission. Flimsy decorations such as straw, leaves, excelsior, or streamers are not permitted. No paper lanterns or draped lamps are to be used. No decorations are to be placed in contact with light. The placement of posters, banners or signs on drapes, windows, walls, etc. requires special approval.
- D. Exits, corridors, hallways and exits must be free of obstructions at all times.
- E. Persons shall not stand or congregate in the aisles or exits.
- F. Maximum capacity as determined by the Fire Marshall and Building Inspector must be observed.
- G. Smoking/vaping is not permitted in public buildings or on decks. Any violation may result in forfeiture of your rental security deposit.

Cleanup Policies

- A. All items brought in, including decorations, must be removed.
- B. Make sure the kitchen area is cleaned up.
- C. Remove all garbage and take it to the dumpster
- D. All rental items must be removed the night of your party, Commerce Township is not responsible for any items that are left behind.
- E. All windows and doors must be closed and locked. Failure to secure the building will result in 100% forfeiture of security deposit.
- F. Any damage to the building must be reported to the Oakland County Sheriff’s Office immediately, and the report number and notice of damage must be reported to the Director of Senior Services/Parks and Recreation the following business day.
- G. In the event police are called to the Community Center for altercations that occur during your event, this will result in 100% forfeiture of security deposit.
- H. Should you require assistance for a building issue during your event, please contact the Commerce Township Fire Department at (248) 560-0051.

EXHIBIT A:
Food Price Range

Drop off Orders

\$300.00 to \$500.00 - \$50.00 Delivery Fee or 10% Service Charge, whichever is greater

Buffett

Breakfast - \$10.00 to \$20.00

Lunch - \$13.00 to \$25.00

Dinner - \$15.00 to \$35.00

BBQ

\$10.00 to \$25.00

Plated Dinner

\$25.00 to \$55.00

Strolling Dinner

\$25.00 to \$55.00

EXHIBIT B:

Bar Pricing

One Hour Bar \$7.50 per person, each additional hour is \$4.00 per person, per hour

Two Hour \$11.50 per person

Three Hour \$15.50 per person

Four Hour \$19.50 per person

Five Hour \$23.50 per person

The charge is based on the final guest count of the event, excluding anyone under 21 years old.

21 and under is \$5 per person for three hours, \$2.00 per additional hour

5 Hour Bar \$200 per bartender

3 Hour Bar \$150 per bartender

Upgrade items are available by the bottle with a 20% Business Operations Fee added to the cost of the bottle price. All upgrade bottles must be ordered in increments of three (3).