

CHARTER TOWNSHIP OF COMMERCE RICHARDSON COMMUNITY CENTER POLICIES

The following policies have been adopted to regulate the use of the Richardson Community Center; to provide for the collection of fees for certain activities; to prescribe rules and regulations and conditions for issuance of permission to use the Richardson Community Center; and to provide for security deposits to insure satisfactory performance of the terms of use permission.

SECTION 1 – DEFINITIONS

- 1.1 “Township” means the Charter Township of Commerce.
- 1.2 “Facilities Use Policy” means the Charter Township of Commerce Community & Recreation Facilities General Use Policy.
- 1.3 “Community Group” means a non-profit organization generally recognized as serving the interests of Commerce Township. The group shall be a “Service Organization:” a branch, lodge, or chapter of national or state organization engaging in fraternal, civic, or service purposes, a local civic organization unaffiliated with a state or national organization, or a similar group. The Supervisor or designee will make a determination if an applicant meets the definition of a “Community Group”
- 1.4 “Parks Committee” means the Charter Township of Commerce Parks and Recreation Committee.
- 1.5 “Permission” means a written statement issued by the Township Supervisor or Director of Senior Services/Parks and Recreation setting forth the specific activity, the date and time, and the special conditions under which that activity is permitted.
- 1.6 “Community Center” means the Richardson Community Center.
- 1.7 “Key Registration Policy” means the administrative procedure followed to obtain the use of a key for the Richardson Community Center. A \$20.00 deposit is required for all non-paid rentals. Keys must be returned within two (2) days of the event or the deposit will be forfeited. All key holders will be charged a late return fee of \$10.00 per day.

- 1.8 “Temporary food establishment” means a food establishment that operates for a period of no more that 14 consecutive days in conjunction with a single event or celebration. “Food establishment” mean an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.
- 1.9 “Public Function” means any event open to the general public. If food will be served at a public function, the function will be subject to Oakland County Health Department regulation for temporary food establishments. *Applicants must contact the Oakland County Health Department at (248) 926-3305 and obtain a temporary food license if required.*

SECTION 2 – HOURS OF OPERATION

- 2.1 The Community Center shall be available for community use as follows:

Monday – Thursday 5:00 P.M. to 9:00P.M
Friday 5:00P.M.-1:00 A.M.
Saturday & Sunday 9:00A.M. to 1:00A.M.

SECTION 3 – SCHEDULING

- 3.1 The Community Center shall be scheduled on a “First Come, First Serve” basis, Monday through Thursday, for Community groups and Friday through Sunday for paid rentals. Community Groups wishing to use the Community Center on a Friday, Saturday or Sunday may request a waiver of the rental fee from the Parks and Recreation Committee.
- 3.1 The Community Center cannot be scheduled more than one (1) year (365 Days) in advance for private parties, Business or Commercial or Fundraising use cannot be scheduled more than 60 days in advance and Community group use on Friday, Saturday or Sunday cannot be scheduled more than 60 days in advance.
- 3.2 Where a Community Group has regular monthly meetings scheduled, the meetings must be confirmed annually, in writing, by the Community Group.

SECTION 4 – COMMUNITY GROUP USE

- 4.1 The Community Center shall be available to Community Groups at no rental charge Monday through Thursday from: 5:00 P.M. through 9:00P.M.

Use of the Center by Community Groups on Friday, Saturday, or Sunday shall require Community Group Use fee of \$125.00 and a Security Deposit of \$125.00 that is refundable as long as the Richardson Center is left in the manner stated

in the Richardson Center Policies. Community Group Rental Requests will be presented to the Commerce Township Parks and Recreation Committee for approval. Once the request is approved the Community Group must pay total fee of \$250.00 within five business days of approval date or the reservation will be forfeited. Cancellation of a waived event will result with the Township retaining a \$125.00 fee. Requests for these events cannot be made more than 60 days in advance.

- 4.1 If an organization feels that it qualifies as a Community Group and there is any question as to whether it fills the definition or the intent of the definition, the *Township Supervisor or Director of Senior Services/Parks and Recreation* will review the request and make a determination, which shall be final.
- 4.2 Community Groups shall follow all requirements as set forth in the Facilities Use Policy and Key Registration/Clean Up Policy. Should a group fail to follow the requirements or procedures as set forth, a fine equal to the rental charge may be levied and/or it will be denied future use of the Community Center. The Parks Committee shall hear all appeals to any penalties levied.
- 4.3 Community Groups that owe late fees, fines, or penalties shall be prohibited from Community Center use until such late fees, fines, or penalties are paid in full.
- 4.4 Families of a deceased Commerce Township resident may use the Community Center for a use fee of \$125.00 for an “after funeral dinner,” provided the time of the dinner does not conflict with any other previously scheduled event.

SECTION 5 – USE BY THOSE OTHER THAN A COMMUNITY GROUP

- 5.1 The Community Center shall be available for use as follows: Re-renting or assignment of any reserved date to another individual is prohibited

Monday- Thursday	5:00P.M-9:00P.M
Friday	5:00 P.M. – 1:00A.M.
Saturday & Sunday	9:00 A.M. – 1:00 A.M.

Please See Attached Sheet for Rental Rates

- (1) A 50% Non-Refundable partial payment is required at time of reserving the hall. The balance is due 30 days prior to your event, if the rental is not paid in full 30 days prior to your event your date will be forfeited.
- (2) Keys may be obtained from the Richardson Community Center on the last Township business day prior to the event.

- (3) The Community Center Rental Checklist has a list of items that must be completed after use of the facility. If any of the items are not in proper order, then an amount required to correct the problem will be deducted from the security deposit. The \$200.00 security deposit will not limit the liability of the users in the event that damages exceed the security deposit. Clean up must be completed immediately after the event.
- (4) Cancellations of a reserved date shall result in a complete forfeiture of the deposit that was paid. Cancellations made (13) days up to and including the day of the scheduled event will result in a 100% forfeiture. Requests to change rental dates made prior to 30 days before the scheduled event will be honored. Appeals in writing may be made to the Twp Supervisor or Director of Senior Services/Parks and Recreation.

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 statues, 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
 1. The group or individuals must be responsible individuals and represent responsible organizations.
 2. The group or individuals will guarantee orderly behavior.
 3. 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.
 4. 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.
 5. The activities must be lawful and in conformity with the regulations of the Township Board.

6. Applicants must be at least 21 years of age to rent the facility.
7. Groups comprised of 17 year olds and younger must have one adult over the age of 21, for every 10 participants.
8. 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.
9. 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.
10. No nails, tacks or tape of any kind shall be used to fasten anything whatsoever to the walls, woodwork, or ceiling.
11. All advertising must be approved by the Township Supervisor or the Director of Senior Services/Parks and Recreation.
12. Merchandise, printed matter, and all other sales material is forbidden on the premises unless specific approval is obtained from the Township Supervisor or Director of Senior Services/Parks and Recreation in writing prior to the event.
13. 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. Beer, Wine and liquor are not allowed during events at the Richardson Community Center until their Class C Liquor License is obtained (Date to be determined)

14. 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.
15. 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 days of the event.

16 Fire prevention regulations are as follows:

- 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. Capacities; persons shall not stand or congregate in the aisles or exits. Maximum capacity as determined by the Fire Marshall and Building Inspector must be observed.
- f. Smoking is not permitted in public buildings or on decks. Any violation may cause forfeiture of your rental security deposit

17 Grounds

- A. Overnight parking is not allowed.

- B. Parking is shared by Parks and Recreation Patrons, no guarantee to exclusive use of the lot.
- C. Swimming is not permitted.
- D. Camping is not permitted unless special permission is given by the Parks and Recreation Committee.
- E. 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.

18. Cleanup

- a. All items brought in including decorations must be removed
- b. Make sure Kitchen area is cleaned up
- c. Make sure Bar Area is cleaned up
- d. Remove all garbage and take to the dumpster
- e. All Rental items must be removed the night of your party, Commerce Twp is not responsible for any items that are left behind
- f. Any damage to the building must be reported to the Oakland County Sheriffs 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.