

# 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 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 the 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. Key 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 than 14 consecutive days in conjunction with a single event or celebration. “Food establishment” means 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 PM – 9:00 PM  
Friday 5:00 PM – 1:00 AM  
Saturday & Sunday 9:00 AM – 1:00 AM

## 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.
- 3.2 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.
- 3.3 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 PM through 9:00 PM.

**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.

- 4.2 If an organization feels that it qualifies as a Community Group and there is any question as to whether it fills the definition of 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.

4.3

4.4 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.

4.5 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.

4.6 Families of deceased Commerce Township resident may use the Community Center for a use fee of \$125.00 for an “after funeral dinner,” along with \$300.00 security deposit, 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	5:00 PM – 9:00 PM
Friday	5:00 PM – 1:00AM
Saturday & Sunday	9:00 AM – 1:00AM

**PLEASE SEE ATTACHED SHEET FOR RENTAL RATES**

5.2 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.

5.3 All rentals made within 30 days of event must be paid in cash.

5.4 Keys may be obtained from the Richardson Community Center on the last Township business day prior to the event.

5.5 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, than an amount required to correct the problem will be deducted from the security deposit. The \$300.00 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.

5.6 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 Township Supervisor or Director of Senior Services/Parks and Recreation.