

THE TOWNSHIP OF BREITUNG

FACILITY USE AND RENTAL RULES AND REGULATIONS

Adopted: October 10, 2019

The Township of Breitung Buildings and Grounds are a gift to our community due to the support of our township residents and taxpayers. These buildings and grounds are an asset to our community and we want them to remain so. The Community Room was created primarily to serve the Township's government operations and the residents of the Township of Breitung. Use of the Community Room is governed by the Town Board and is set as follows:

PRIORITY FOR USE

In the event of conflicts or multiple requests, use of the Community Room will be permitted according to the following priorities

1. Township of Breitung Operations:
Town Board meetings, township governing bodies and administrative board meetings. Activities or events sponsored or presented by the Town Board.
2. Township of Breitung Community Organizations:
Local organizations and groups serving the Township of Breitung such as non-profit educational, civic or cultural organizations and groups operating within the Township of Breitung or who have a member residing within the Township.
3. Other non-township events such as: weddings, showers, birthdays, anniversaries, family gatherings, graduations, individual and/or groups for community meetings, or support groups.

RULES

1. FEES
 - A. The Community Room may be reserved free of charge by any organization that meets the definition of Priority One or Two per above provided that the estimated attendance is 75 or less. If attendance is estimated to be over 75, then the fees are based on section B.1 that follows unless the fees are adjusted by pre-approval of the TownBoard.
 - B. For non-public events that meet the definition of Priority Three per above the following fees on a daily (full or partial) basis apply:

- 1) For residents of the Township a total fee of \$100 will be collected for rental fee, (\$50 refundable cleaning deposit). This must be collected within 72 hours of reserving the room and before use of the room. This must be collected in the form of one check or money order for \$100 made out to the Township of Breitung. The \$50 cleaning deposit will be refunded by mail within 30 days after the key is returned and the room is left as specified below in Section 4.
 - 2) For non-residents of the Township a total fee of \$150 will be collected at the time of reserving the room (\$100 rental fee, \$50 cleaning deposit). This must be collected within 72 hours of reserving the room and before use of the room. This must be collected in the form of one check or money order for \$150 made out to the Township of Breitung. The \$50 cleaning deposit will be refunded by mail within 30 days after the key is returned and the room is left as specified below in Section 4.
- C. For any organization serving alcohol in any Township building or grounds, an additional \$200 cleaning deposit will be collected and returned in the same manner of the normal \$50 cleaning deposit.
- D. Organizations using the Community Room may not charge for attendance or an admission charge to any event.

2. RESERVATIONS

- A. Reservations must be made in advance at the Township of Breitung clerk's office. All requests are honored on a first come, first serve basis.
- B. Only adults can reserve the Community Room and an adult must be present while the room is in use.
- C. The Community Room is available from 9 a.m. to 12 a.m. midnight. EXCEPT for the Township of Breitung Operations (i.e. the posted hours of operation for the office of the clerk and treasurer, etc.)
- D. Those who use the Community Room may set-up the day before **ONLY** if the room is not in use.
- E. The Community Room may only be reserved for one day at a time unless specifically pre-approved by the Town Board.

3. REGULATIONS

- A. The Township of Breitung reserves the right to limit use of the Community Room by organizations whose activities interfere with township operations, adversely affect public safety or cause public disturbances. Any modifications to this policy or one time exceptions shall be pre-approved upon a vote by the township supervisors.
- B. The person renting the room whose signature appears on the Facility Use Agreement form is fully responsible for any damages. If damages are found, the cleaning deposit shall be forfeited as to that portion which is necessary to repair such damage. If the cost of said repairs exceeds the deposit, damage charges will be invoiced by the Township of Breitung clerk's office to the lessee and shall be paid in full no later than one month following the date on the invoice.
- C. The Township of Breitung buildings are a smoke free environment. Event attendees desiring to smoke should be directed outside and at least 30 feet away from all entrances to the buildings.
- D. Serving of alcohol is prohibited except for pre-approval of the town board and which is subject to the additional \$200 deposit described above, the presence of either an off duty or hired law enforcement officer for the duration of the event and proper evidence of liability insurance coverage for their event.
- E. Parking on the grass is prohibited. Parking should be limited to the designated parking areas and adjacent parking lots or streets.
- F. All equipment, furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed at any time during the event.
- G. The Township of Breitung board and its employees are not responsible for injuries or damage to any member of a party of the equipment they bring in for set up or use.

4. RESPONSIBILITIES OF USE

- A. Leave the room and grounds in a clean and orderly condition. Wipe down all tables and chairs before restacking them or setting the tables and chairs back to the original set up, unless otherwise directed.
- 8. Do not use tape on the walls or ceilings. Activities that may cause excessive wear on surfaces will be prohibited.
- C. Remove all trash from the building and grounds, it is the user's responsibility to properly remove and dispose of allgarbage.
- D. Wash all dishes, utensils, etc. used, dry and place back where found.
- E. Sweep and/or mop the floor and vacuum where needed to bring the community room in a clean and orderly condition. Use the janitor's room sink to dispose of mop water.
- F. Clean the sinks, toilets and floor in the restrooms and empty trash.
- G. Adjust the setting on the thermostat back tothe original setting.
- H. When you leave, turn off all the lights and make sure the doors are locked.
- I. Check the parking lot for any debris that guests may have left behind.

5. Other Guidelines

- A. In the event of an emergency, please call 911. Please report any other problems or concerns during business hours to the maintenance supervisor or the clerk's office.
- B. The person who signed the facility use agreement is responsible for the condition of the Community Room. Failure to comply with the above rules and regulations will be grounds for denying the groups' future requests to us the facility.
- C. The Township of Breitung is pleased to be able to offer our Community Room for use and we appreciate your assistance in helping us maintain our buildings and grounds.

The Breitung Township Board
