

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

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Effective Date:

July 6, 2004

Policy Regarding:

BUILDING USE - TOWNSHIP MEETING ROOMS

The occupancy and use of the Township Hall shall always be under the direction and control of the Board.

The use of the Township Hall shall be limited to tax exempt organizations, homeowners' groups and associations, but shall not be used by any political organization.

The use of tobacco in any form and the use of alcohol or illegal drugs anywhere in or on the premises is prohibited. Gambling is prohibited on Township property. No business or commercial enterprise shall be undertaken in the occupancy of the Township Hall.

Application for use of the Township Meeting Rooms must be filed with the Township Clerk or his/her designee at least 10 days prior to the desired calendar date(s), listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization. The applicant shall guarantee the clean up and repair of the premises and shall agree to pay the Township any costs incurred for said cleanup and repair. Such application must be submitted on the form provided by the Township Clerk's Office. Approval of any application will require the signature of the Township Clerk or Deputy Clerk.

Approvals may be canceled with 24 hour notice by the applicant. Any reservation, even after approval, shall be subject to revocation and cancellation by the Clerk for a pre-emptive government purpose.

Seating capacity as designated by the Township Building Official for the meeting rooms must be adhered to.

It must be mutually agreed that the permission to use the conference room does not include the use of equipment owned by the Township, such as P.A. system, VCR or slide projection equipment, coffee maker, copy machine, etc., unless specific arrangements have been made in advance and it is so stated on the application.

The Township Meeting Rooms must be vacated by 10:00 p.m., unless a later hour is approved by Township Clerk. It is the responsibility of the applicant to see that this policy is followed. Programs must be concluded in time to provide for the clearance of the building as stated on the application. The Township facilities must be returned to the same condition as they were found.

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Any outside/inside signage to be used at the Township Conference room in conjunction with special use of these facilities must be in compliance with the Sign Ordinance. No signs will be placed without the authorization of Township Clerk or his/her designee. No decorations may be fastened to the walls with either tape or tacks or any other method which might mar the walls. Writing on erasable boards must be removed at the conclusion of building use.

Failure to cooperate with these restrictions and conditions may prohibit a group from using facilities at a future date.

The applicant shall also agree to indemnify, hold harmless, and defend the Township, its officers and employees from any and all liability of any kind or nature whatsoever including but not limited to personal injury, including death, or property damage arising out of the negligent use of the facilities to which the application applies.

APPLICATION FOR USE
BRIGHTON TOWNSHIP HALL
4363 BUNO ROAD
BRIGHTON, MICHIGAN 48114
Phone: 810.229.0560
Fax: 810.229.1778

DATE: _____

NAME: _____

ADDRESS: _____ PHONE: _____

_____ FAX: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

REQUESTED DATE: _____

BEGINNING TIME: _____ ENDING TIME: _____

NUMBER OF ATTENDEES EXPECTED: _____

BOARD ROOM: _____
(≥25 People)

CONFERENCE ROOM: _____
(≤25 People)

The undersigned has received a copy of the Rules for Usage of the Township Hall and hereby agrees to observe in every respect the rules established by the Township; agrees to be on the premises at all times during the use of the Township Hall; and further agrees to hold the Charter Township of Brighton harmless from any injury received or sustained while attending, playing in, going to and leaving from any activity which might be held on Township property located in the Township of Brighton, County of Livingston, Michigan.

Resident / Responsible Party