

MARION TOWNSHIP GAZEBO USE POLICY
2877 W. Coon Lake Road, Howell, MI 48843

The gazebo in Marion Township Park #2 will be made available to residents of Marion Township for public use as freely as possible and consistent with the applicable state and local statutes and policies of the Township Board according to the provisions of this policy.

- Written Application- A written application requesting use of the Gazebo facilities must be filed with the Township Clerk or his/her designee at least 2 weeks prior to the desired calendar date. This must include the time, purpose, and number in group. The application must be prepared over the personal signature of a township resident, 21 years of age or older, who is a responsible representative of the applying organization. Such application must be submitted on the form provided by Marion Township. Approval of any application will require the approval and signature of the Township Clerk.
- The Township Board reserves the right of first claim to the use of the facility. Cancellations may be ordered by the Board with due notice.
- The Township reserves the right to cancel the permit if the rules and regulations are violated. A permit is issued for the hours, dates, and the facilities to be used.
- A permit holder shall not assign or transfer the permit to use these facilities.
- A **\$150.00 fee plus a \$150.00 security deposit** will be charged to each person or organization reserving the facilities; the \$150 security deposit will be refunded if the facilities are returned to their original state. This means all decorations and tape must be taken down and garbage removed from the premises. Failure to do this will result in forfeiture of security deposit. **Absolutely no nails or staples are to be put into this structure.**
- All activities must be under competent adult supervision. The organization using the facilities shall assume full responsibility for any damage to the building or equipment. All approved users must maintain control over the behavior of their members using the facilities.
- All permits shall be revocable and shall not be considered as a lease, and the Township, by its authorized agent, may reject any application or cancel any permit.
- The person or organization making use of any building shall agree to indemnify the Township, it's elected and appointed officials for any and all damage to the Township's facility or any other property by any person or persons attending the meeting or function, and likewise, the Township shall be held harmless against any and all liabilities and

damages to any person or persons for injuries, including death. Responsibilities for loss, breakage, or need of repairs to any piece of Township equipment rest solely with the leader in charge and/or the permit holder of the organization.

- The gazebo premises must be vacated by 10:00 p.m. unless a later hour is specified in the permit. It is the responsibility of the permit holder 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 permit.
- The following rules must be observed in the use of the Gazebo and grounds, and the permit holder shall be responsible for loss or damage resulting from any violation thereof;
 1. **The drinking of intoxicating beverages or liquors anywhere in or on the premises are prohibited.**
 2. Disorderly conduct of any kind is prohibited and may result in ejection from the building and grounds.
 3. The use of the building is granted for legitimate purposes only, and the permit holder shall assume full responsibility for any unlawful act committed in the exercise of his permit.
 4. Electricity is available for use only during the time the gazebo is reserved. The applicant must pick up the key prior to their event. The applicant agrees that said key will not be copied or loaned to others. The key must be returned the first business day following the event unless other arrangements are made when signing contract. Office hours are 9:00 a.m.-5:00 p.m. Monday through Thursday. Key holder is responsible for locking the electrical box prior to leaving. Should the box be left unlocked, the organization will forfeit their deposit and the right to future use of the facilities.
 5. The Gazebo will not be made available to groups who, by word of mouth, or writing, or printed matter advocate, advise or teach the duty, the necessity, or the property of overthrowing the organized government of these United States, and of the State of Michigan by force, or violence, or by any unlawful means.
 6. Compliance with all ordinances and policies of the Police and Fire Departments regarding public assemblies shall be mandatory.
 7. Any signage to be used at the Gazebo in conjunction with special use of these facilities must be in good taste, neat and properly placed. **Absolutely no nails or staples are to be put into the structure.**
 8. The Township is authorized to act in any case not specifically covered by these policies and regulations, except that such action shall be subject to review by the Township Board of Trustees.
 9. Abuse of the privileges accorded in using the Gazebo will result in the cancellation of further permits to the parties concerned.
 10. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. NOTE- GARBAGE MUST BE REMOVED FROM PREMISES BY APPLICANT. The Township's dumpster space is limited and not for applicant's garbage.

- All items dealing with the application requirements, not specifically mentioned or defined above, shall be subject to the interpretation and discretion of the Township Board.

CHECKLIST

- _____ **Make sure all decorations, signs, and tape are removed from structure and grounds**
- _____ **Put all rubbish in proper containers and remove from premises**
- _____ **Put tables back in their original place**
- _____ **Make sure electrical box is locked**