

# MARION TOWNSHIP ASSEMBLY HALL RENTAL POLICY

2877 W. COON LAKE ROAD, HOWELL, MI 48843

PH: (517) 546-1588

Township Hall facilities limited to the Township Board Room, Lower-Level meeting room and adjacent bathrooms 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.

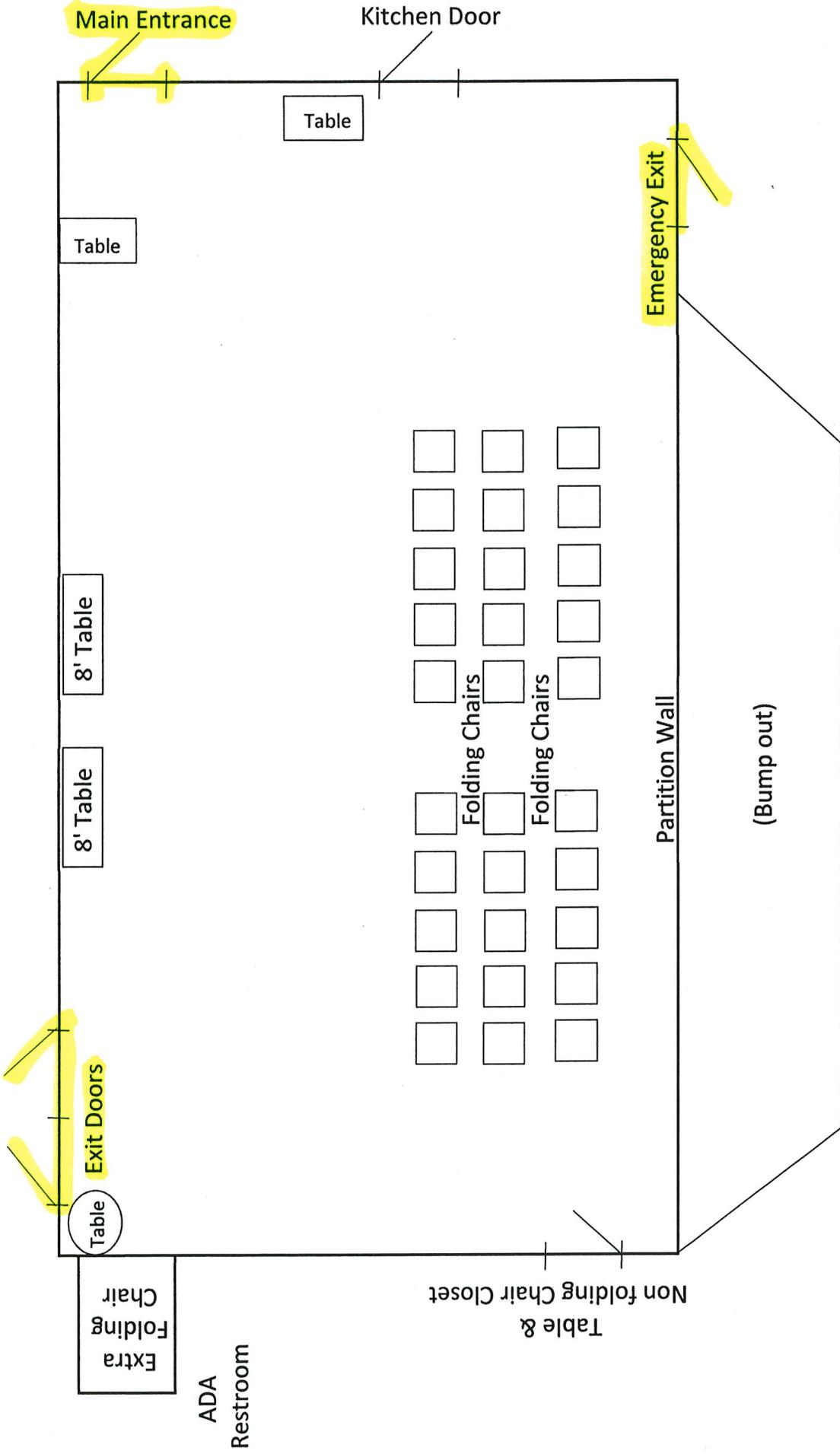
- A written application requesting use of the Township Hall facilities must be filed with the Township Clerk or his/her designee at least two (2) weeks prior to the desired calendar date. This must include the time, purpose, number in group, type of space and equipment needed. The application must be prepared over the personal signature of a township resident who is the 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 and dates specified and includes the area specified plus the nearest restroom facilities.
- A permit holder shall not assign or transfer the permit to use these facilities.
- A \$150 security deposit and a daily **\$150 event rental fee** will be charged to each person or organization using the facilities; the \$150 security deposit will be refunded if the facilities are returned to their original state. This means garbage removed from the premises and carpeted floors must be vacuumed. Failure to do this will result in forfeiture of security deposit. Loss of the key will also result in forfeiture of the security deposit and possible additional charges.
- 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, its 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 rests solely with the leader in charge and/or the permit holder of the organization.

- The Township Hall premises must be vacated by 10:00 p.m. unless a later hour is specified on 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 Township Hall and grounds, and the permit holder shall be responsible for loss or damage resulting from any violation thereof:
  1. **The use of tobacco in any part of the Township Hall in any form and alcoholic beverages of any kind on the premises are prohibited.**
  2. The permit holder agrees to confine occupancy to the portion of the building designated in the permit.
  3. Disorderly conduct of any kind is prohibited, and may result in ejection from the building and grounds.
  4. The use of the building or portions thereof is granted for legitimate purposes only, and the permit holder shall assume full responsibilities for any unlawful act committed in the exercise of his permit.
  5. The designated capacity of the Board room is 232 standing and 110 seated. The lower level shall not exceed 370 people (standing) and 172 (seated.)
  6. A front entrance to the Board meeting room door key will be assigned to the applicant. 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 turning off lights (including restroom lights) and securing and locking the building prior to exiting. Should the building be left unlocked, the organization will forfeit their deposit and the right to future use of the facilities.
  7. The Township Hall facilities 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.
  8. Compliance with all ordinances and policies of the Police and Fire Departments regarding public assemblies shall be mandatory.
  9. Any signage to be used at the Township Hall in conjunction with special use of these facilities must be in good taste, neat and properly placed. Absolutely no nails in the walls. This includes thumb tacks, push pins or any product that alters the surface of the walls or ceilings. **PLEASE DO NOT USE COMMAND STRIPS.**
  10. Any carpet stains that require professional cleaning will result in keeping of the applicant's security deposit.
  11. 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.
  12. Abuse of the privileges accorded in using the Township Hall facilities will result in the cancellation of further permits to the parties concerned.
  13. If applicant serves food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking equipment or supplies may be used. The kitchen shall be used on a limited basis only, i.e., coffee maker and sink for clean up. Applicants must bring own supplies such as, but not limited to, coffee, cups, dish soap, towels, garbage bags. **NOTE--GARBAGE MUST BE REMOVED FROM PREMISES BY APPLICANT.** The Township's dumpster space is limited and not for applicant's garbage.
  14. Please do not block any of the doors with tables, chairs, etc.

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

# HALL RENTAL CHECKLIST

- Wipe down counters and all tables. *(if applicable)*
- Vacuum all carpeted areas. *(if applicable)*
- Sweep / Mop kitchen floor if needed. *(if applicable)*
- Unplug and wash coffee maker. *(if applicable)*
- Set up 24-30 folding chairs facing the partition wall (see photos). All extra chairs must go on roller-racks and stored in designated locations, according to photos.
- Set up tables, according to photos. All extra tables go in the storage closet.
- Dispose of all garbage/trash and **REMOVE FROM THE PREMISES.** Do not use the Township's outside garbage carts. **PLEASE TAKE ALL GARBAGE/TRASH WITH YOU WHEN YOU LEAVE.**
- Turn off all lights in the assembly hall, entrance hallway and restrooms when you leave. Don't forget the ADA restroom near the exit doors.
- Make sure all doors and windows are locked. ***(DOUBLE CHECK ONCE YOU ARE OUTSIDE)***



Main Entrance

Kitchen Door

Table

Table

Emergency Exit

8' Table

8' Table

Table

Exit Doors

Extra Folding Chair

ADA Restroom

Folding Chairs  
Folding Chairs

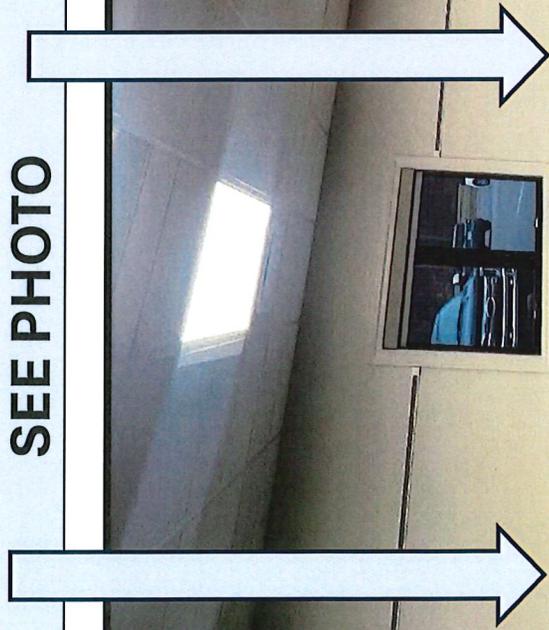
Table & Non folding Chair Closet

Partition Wall

(Bump out)

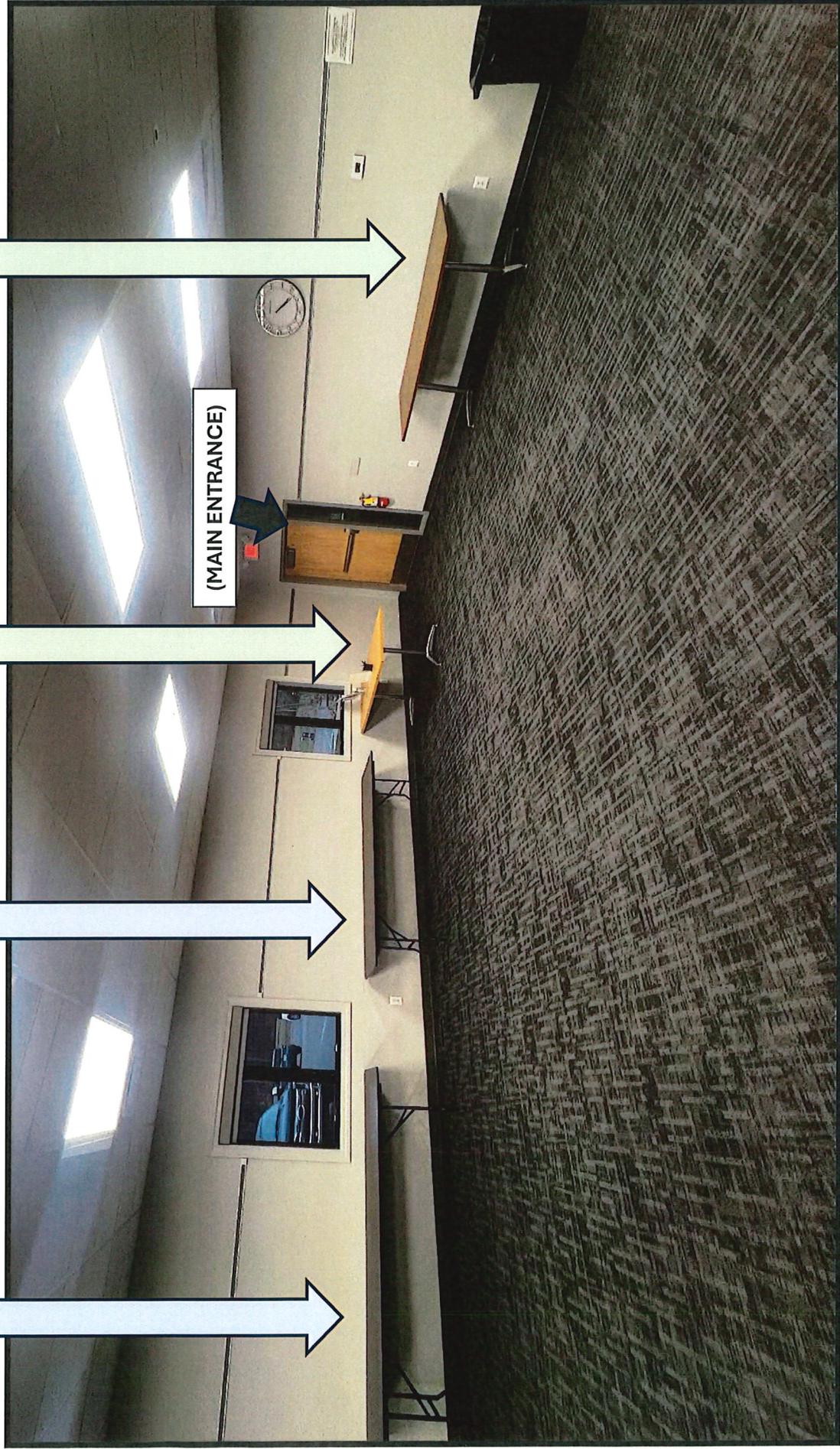
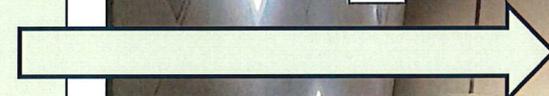
**LEAVE TWO OF THE  
8-FOOT TABLES  
SETUP AGAINST THE WALL.**

**SEE PHOTO**



**LEAVE BOTH OF THE 5/6-  
FOOT TABLES  
SETUP HERE.**

**SEE PHOTO**



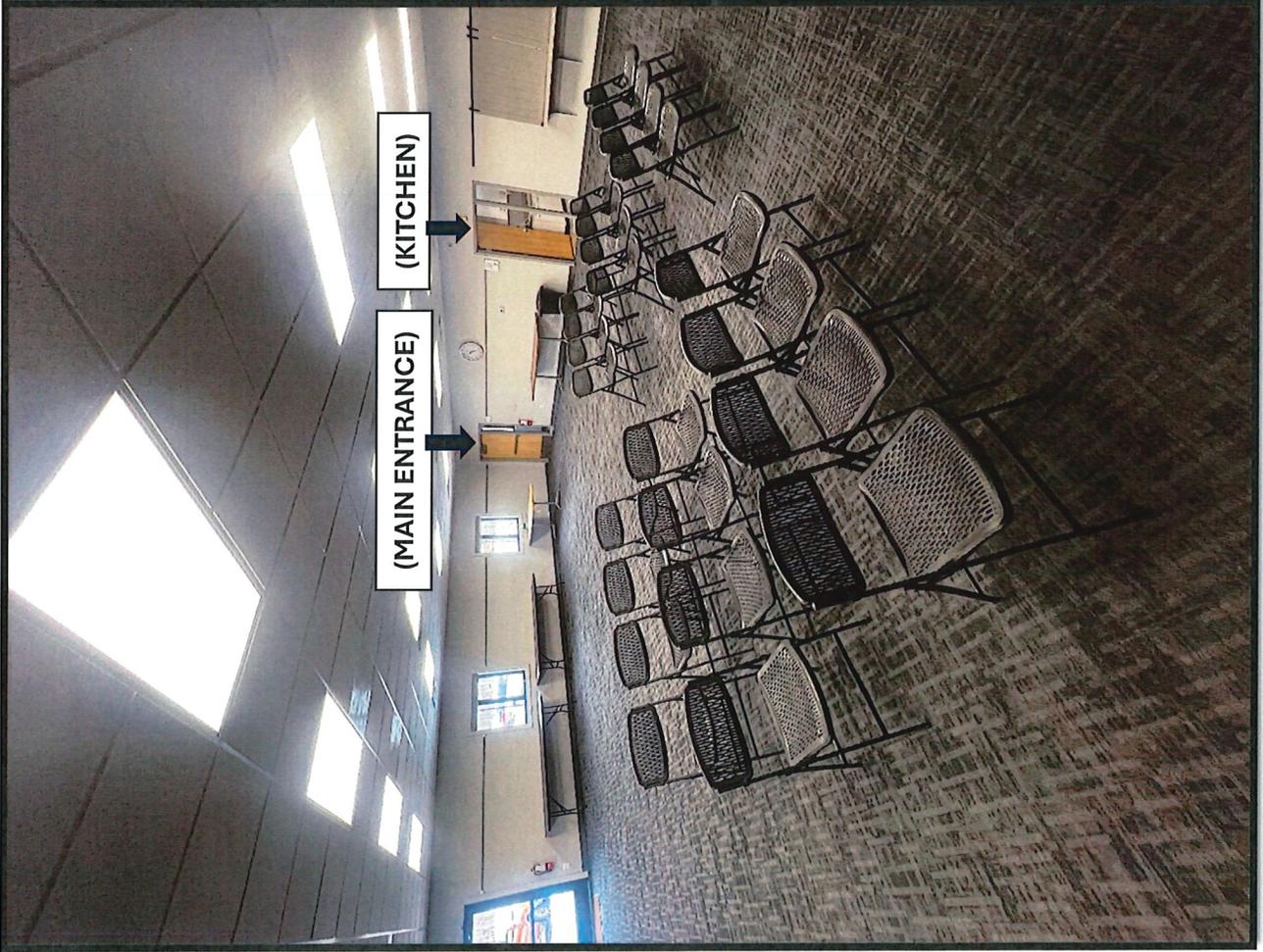
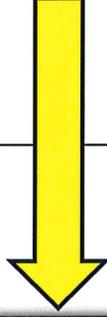
**(MAIN ENTRANCE)**



**SET UP 24 CHAIRS  
FACING THE  
PARTITION WALL.**

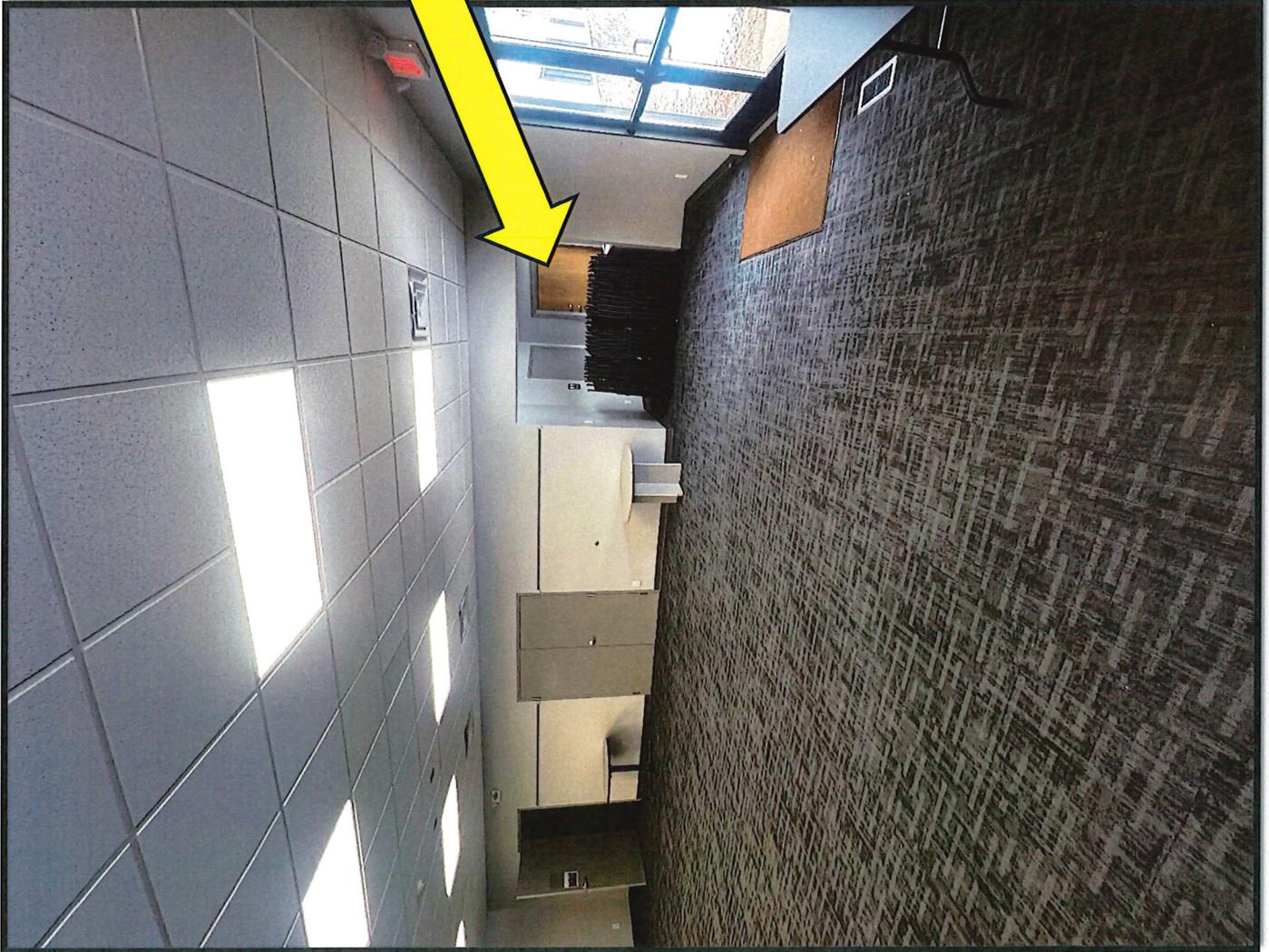
-

**SEE PHOTO**



**THE RACKS OF EXTRA  
FOLDING CHAIRS,  
GO HERE.**

**SEE PHOTO**





**(EXTRA TABLES AND EXTRA CHAIRS)**