

Policy

Meeting Room and Conference Room Rental

Community Services Building

PURPOSE

To allow, with reasonable regulations, the rental, for lawful activities by adult individuals and organizations (herein renters), of the large Meeting Room and adjoining kitchen, and the Conference Room (herein the Facilities) located in the Torch Lake Township Community Services building by Torch Lake Township property owners and the public in general.

RENTAL FACILITIES AND GENERAL RULES

1. The meeting room has a comfortable capacity for up to 75 persons. The conference room has a comfortable capacity of 15 - 18 persons. There are 47 public parking places, including two handicapped parking spaces. In addition, there are two spaces reserved for police cars.
2. The township Community Services Building is handicapped accessible facility. It is also a smoke free building. The rental period times will be from 8:00 AM to 9:00 PM seven days a week. A half day rental will be for four (4) hours or less. A full day rental will be for more than seven (7) hours. Reasonable set-up time and take down time will not be considered rental time.
3. The facilities are available for rental all days of the week except national holidays, and Christmas and New Years Eves. Long term rental for regular use of the facilities for longer than four consecutive weeks will require board approval.

4. For reasons of a government emergency or for cause, the township reserves the right to cancel any scheduled rental of the facilities. Rental fee in full will be returned to the renter.
5. The sale or value exchange of any kind of alcoholic beverage, regulated drug or narcotic is not allowed in the Community Services Building or its property.
6. Minimal use of the kitchen is included, such as making coffee, use of the microwave or the simple warming of food is included in the rental use for both the large meeting room and the conference room. Renters are asked to wash and put back any kitchen equipment they use. Any and all food or beverages should be disposed or taken by the renting party. The preparation of food in the kitchen requires a health department permit.
7. No banners, decorations or other kinds of hanging displays are to be attached to the walls or ceilings. All such material should be free standing with no attachments to the meeting room walls, ceilings, doors or cabinetry.

KINDS OF RENTALS

1. Meetings of professional organizations, service clubs, professional workshops, educational seminars and courses, business meetings, governmental meetings, clubs, residential associations, personal studies and endeavors, and similar kinds of events are allowed.
2. Rentals will not be allowed for personal celebrations, such as weddings, showers, wedding rehearsal dinners, birthdays, anniversaries, graduations or similar events. Wakes, funeral gatherings and related events are also not allowed. Art and craft workshops or events related to young children are also not allowed. Meetings where alcoholic beverages are served are also not allowed.
3. Rental will be on a first come first serve basis. The fee and any required deposit must be included when completed application is turned in to the rental manager. All requests for rental shall not be considered until receipt of a completed and signed Facility Rental Application and submission of the rental fee. Unless there are extenuating circumstances, the final decision to allow a rental is the responsibility of the rental manager. The rental manager may request board approval of a rental application if they find there may be

circumstances that may arise from the rental which could be harmful to the township, its facilities and/or its citizens (see #4 below). Denial of a rental request by the rental manager may be appealed to the township board.

4. There will be no charge for use to all government agencies, emergency training organizations, medical and health related seminars and workshops that are sponsored by recognized area medical or emergency organizations or hospitals. This includes other organizations where the purpose and activities, as determined by the township board, will directly relate to the improvement of property within the township as well improvement to the health, safety and welfare of township citizens. There will be no rental fees charged to the Upper Torch Lake Township Association, the local Alcoholics Anonymous/Al-Anon organizations and Wilkinson's Historical Society. Except as noted above, persons who are not township property owners, Organizations that are not Head Quartersed in the township, and renters who do not qualify for a reduced rental fee, will be charged non- resident rental fees.
5. The township reserves the right to refuse a proposed rental to any applicant when the board finds that the activity and/or goals of the renter may be detrimental to the township, its citizens, and the public good or other reasons for cause. The township board may require renters to submit additional information about themselves and/or their organization.
6. Refunds for cancellation of a scheduled rental will be given if the township rental manager is notified within seven (7) business days in advance of the scheduled rental.

RENTAL FEES AND CONDITIONS OF RENTAL

1. Township property owners, organizations located in the township (see #4 above).
 - a. Meeting Room \$40.00 for a ½ day, \$65.00 for a full day.
 - b. Conference Room ½ day \$25.00, \$40.00 for a full day.
2. Non- township property owners, organizations not head quartered in the township.
 - a. Meeting Room \$150.00 for a ½ day, \$300.00 for a full day.
 - b. Conference Room \$80.00 for ½ day, \$150.00 for a full day.

3. For individuals and groups who do not, in the judgment of the rental manager, have a rental history with the township that reflects having followed the terms of the township policy or for individuals and groups who have little or no rental history with the township, there will be a \$150.00 deposit in the form of a check made out to Torch Lake Township. If the rental manager finds that the provisions of the policy, especially related to returning the facilities rented (meeting room, conference room and any incidental use of the kitchen) in a clean and orderly condition as specified in No. 6 below, the deposit check will be returned.
4. All renters, persons or groups sanctioned to use the rental facilities are responsible for the cost of repair/replacement of damage to the facilities and property and are responsible to any injury to persons attending the rental meeting caused by activities related to the meeting and those in attendance.
5. Renters who require use of the auditory or visual technical equipment are responsible for the set up and taking down of such devices. Unless previously trained by township staff on the use of such equipment, there will be a charge \$40.00 (forty dollars) for the set up and take down. Rentals needing technical equipment must make arrangements with the rental manager in advance of the rental on the use of this equipment.
6. At the conclusion of a rental or use of the rental facilities, the renter is expected to remove all trash (bags), food and beverage. A vacuum is available for the renters use. The meeting room is to be returned to the attached diagram showing the number and placement of the tables, chairs and related appurtenances.
7. As part of the rental agreement, renters shall agree to indemnify the township from any and all liability and expense related to the use of the facility.

This policy was approved by the township board at the regular scheduled meeting of May 16, 2017.

TORCH LAKE TOWNSHIP
P.O. BOX 713, EASTPORT, MICHIGAN 49627
(231) 599- 2036

MEETING ROOM RENTAL APPLICATION

NAME	ORGANIZATION	
MAILING ADDRESS	CITY, STATE, ZIP CODE	
PHONE	E-MAIL	
<u>CIRCLE ALL THAT APPLY:</u>		
PROPERTY OWNER	NON-RESIDENT	LOCAL ORGANIZATION
LOCAL BUSINESS	OUTSIDE BUSINESS	OUTSIDE ORGANIZATION
DATE(S) REQUESTED	TIMES	
KIND OF ACTIVITY	IS TECHNICAL EQUIPMENT NEEDED?	
	YES NO	

COMMUNITY AND CONFERENCE ROOM RATES *(pages 2-3 in Policy)

Township Property Owners, Organizations located in the Township: *

Meeting Room \$40.00 ½ Day; \$65.00 Full Day; Conference Room \$25.00 ½ Day; \$40.00 Full Day

Non-Township Property Owners and Organizations NOT Head Quartered in the Township: *

Meeting Room \$150.00 ½ Day; \$300.00 Full Day; Conference Rm \$80.00 ½ Day; \$150.00 Full Day

HOLD HARMLESS REQUIREMENT

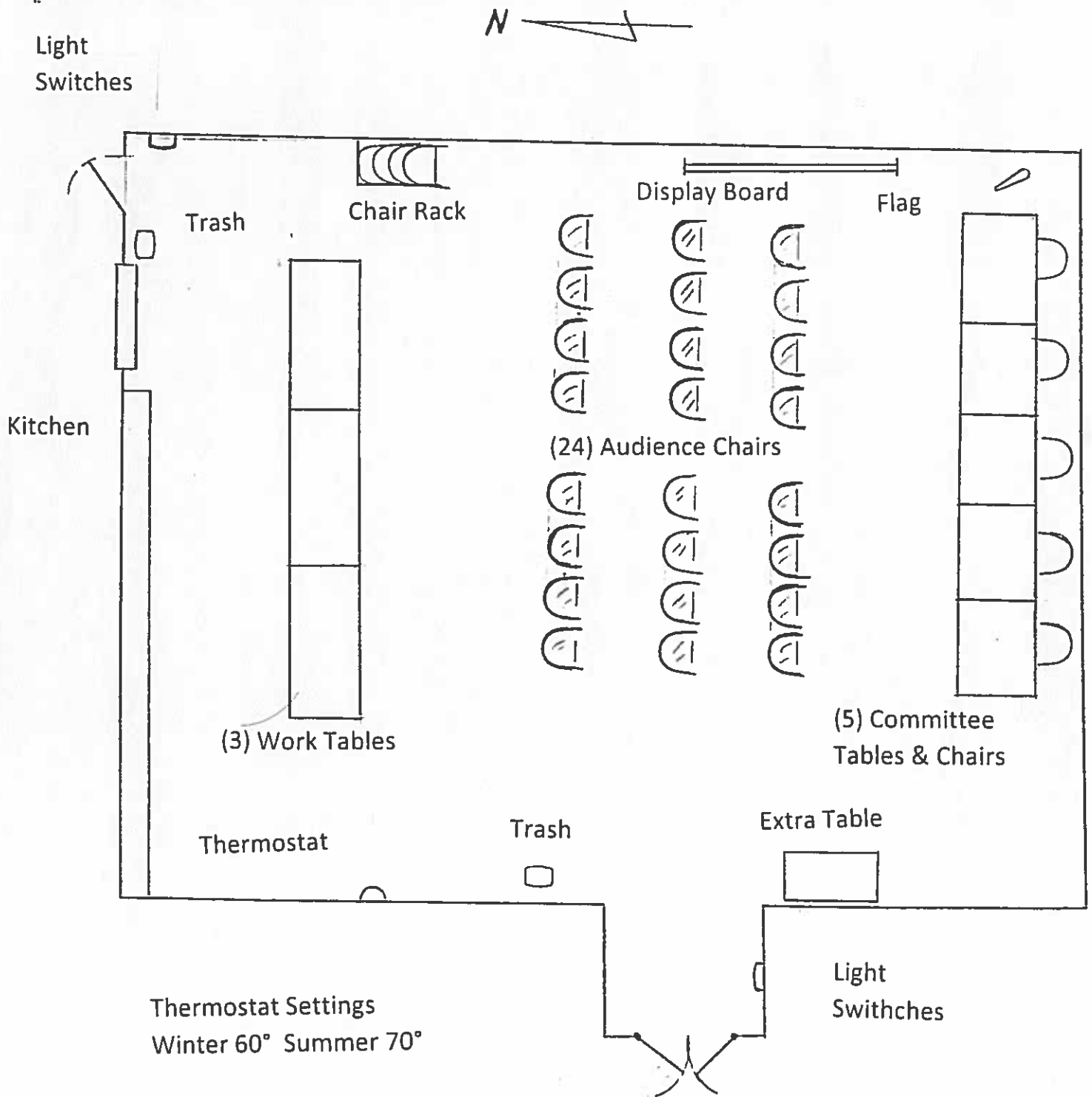
I (print) _____ have read and understand the Torch Lake Township Meeting Room and Conference Room Rental Policy as approved by the township board on May 16th, 2017, and I agree to abide by its provisions during my rental use of the facility. To the fullest extent permitted by law, I agree to defend, pay as needed, and hold harmless Torch Lake Township, against any and all claims, demands, suits, loses including costs connected therewith for any damage which may be asserted, claimed or recovered from or against the township its elected officials and appointed officials, employees, volunteers and others working on behalf of the township for reasons of personal injury, including bodily injury and death; and/or property damage including the loss of the properties use which arises out of alleged negligence of my use of these facilities, and/or in any way connected or associated with this rental agreement.

 Authorized Signature

 Date

Torch Lake Township – Community Services Building

Meeting Room General Arrangement



After use, return room to the above condition.