

Carmel Township Hall Meeting Room Policy

Purpose

This policy establishes guidelines for the use of the Carmel Township Hall Meeting Room. Failure to comply with the provisions of this policy may result in denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities. Use of Carmel Township Meeting Room does not constitute endorsement by Carmel Township Board of points of view expressed by any group or organization.

I. Use of the Facilities

Only governmental entities of Eaton County Michigan may be granted a temporary, revocable permission to use the facilities for approved activities at no charge when needed for official use.

This meeting room use policy is non-discriminatory. In accordance with the Michigan Public Accommodation Act, this tax supported facility may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

II. Meeting Room Capacity

No group shall exceed the room capacity of seventy-five (75) persons. The maximum occupancy is seventy-five (75) persons if the setup is chairs only.

III. Supervision and Accountability

Any entity requesting the use of the Carmel Township Meeting Room must make reservations of the room through the Township Clerk. The entity must also request one of Carmel Township's Board Members to open and close the building as well as be present for its duration. The person making the request will be the responsible party for the group, but the group itself will be held responsible for compliance with all provisions contained in the Policy. That person is responsible for maintaining the orderly conduct of all its speakers, attendee, guests, etc., informing all attendees of the rules by which they must abide, compliance with the rules by all guest/participants, and for any damage to the facility and its contents. The applicant must ensure that events are adjourned and facilities vacated at the specified end time. Repeat end-time violations may result in denial of further facility use.

IV. Furniture

Chairs are provided at no charge, and they must be returned to the configuration existing when the group arrived. Under no circumstances shall any chairs be removed from inside the building. Equipment, supplies or personal belongings of any group may not be stored in the meeting room or in the building.

V. Liability

Carmel Township assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their volunteers; nor for any injury to any person as a result for, or in a anyway arising from, any given use of the facility. Signing the application for the Use of the Meeting Room constitutes an agreement to indemnify and hold harmless the personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The Township is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

VI. Food and Beverages

Food and beverages (non-alcoholic only) must have prior approval. However, the room and the break room facilities must be left clean or a clean-up fee will be assessed. No cooking is allowed.

VII. Alcoholic Beverages, Smoking and Weapons

Alcoholic beverages, and smoking are prohibited in the meeting room or anywhere on Township Hall property.

VIII. Clean-up and Damage

Groups leaving food remnants, dirt, debris or other substances on furniture, counter tops, windows, walls, ceiling or floors will be assessed a clean-up fee of \$50. Groups damaging furniture, carpeting, walls, or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party. The compliance checklist must be completed and signed before departure from the facility.

IX. Decorations and Signage

No decoration, sign, poster, etc. may be attached to any interior or exterior surface of the building. Any display items or visual aids must be easel-mounted or free-standing.

X. Reservations and Parking

Meetings may be scheduled from 8:00 a.m. through 9:00 p.m. Monday thru Saturday. Groups must submit, in person a Meeting Room Use Request Form. All room requests will be reviewed and notified whether it has been accepted. The contact person is the Carmel Township Clerk at 888.805.6182, Ext. 102 or E-mail: clerk@carmeltownship.org. Clean up and final departure must be accomplished prior to 9:30 p.m. The Meeting Room may be booked no more than two (2) months in advance or less than five (5) business days. Groups or organizations who incur "No Show" bookings may be denied future use of the room. All vehicles must be parked in approved parking spaces available.

XI. Restrictions on Use

The public **shall** have the opportunity to use the township hall for business meetings under the following circumstances:

1. The meeting is for the purpose of informing the public or public deliberation on any matter provided for in the following:
 - a. The ordinances, policies, or resolutions of Carmel Township.
 - b. The ordinances of Eaton County affecting residents or land in Carmel Township.
 - c. A statutory or constitutional authority to provide services or regulate activities in Carmel Township.
 - d. Activities' or information concerning a department of the state or county affecting the land or residents in Carmel Township.
2. Any meeting shall comply with the open meetings act if applicable.
3. The Township Clerk/Supervisor shall be informed of the meeting in order to ensure that space is available and any event is properly insured.

The meeting room **shall not** be scheduled for the following:

- a. Groups or organizations whose size exceeds the occupancy load limit.
- b. Wedding receptions, reunions, parties, graduations, dances, dance classes and celebrations, including such events for Carmel Township elected officials or employees.
- c. Any commercial business, fee-based or promotional activity.
- d. Any meeting or activity that solicits funds or donations from attendees.

Subject to the provisions regarding exercise of First Amendment rights, Carmel Township reserves the right to refuse or revoke permission for the use of meeting room to any group whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which facilities are located, or of the facilities.

Carmel Township Clerk may grant a waiver of any provision of the above policy in the event of special circumstances.

Carmel Township Building / Meeting Room Use Application

Organization: _____

Address: _____

Representative: _____

Representative's Address: _____

Room Requested: _____

Date Requested: _____

Purpose of Meeting: _____

Time requested: (Example: 10am – 2 pm) _____

Home Phone number: _____ Cell Phone number: _____

<p>Carmel Township Board Member Responsible verified by the Clerk or Supervisor: <input type="checkbox"/></p>		
<p>_____</p> <p>Signature of responsible board member</p>	<p>____/____/____</p> <p>Date</p>	<p>_____</p> <p>Printed name of responsible board member</p>

Acceptance of Responsibility

The undersigned, an authorized representative of the organization, agrees to abide by the Carmel Township Building Use Policy and accepts financial responsibility for damage to the facility, costs associated with **supervision**, or clean-up associated with the organization, and any costs imposed. There are no kitchen facilities for use on the premises. Food and beverages (with the exception of water) are prohibited in Carmel Township Office Building.

Waiver and Release of Liability

The undersigned, an authorized representative of the organization requesting to use Carmel Township facilities, in consideration of Carmel Township, authorizing the use of the facilities, hereby releases Carmel Township, its administrators, trustees, officials, employees, agents, attorneys, contractors, affiliates, and assigns (releasees) from any and all liability arising out of the use of the premises for any reason whatsoever, and agrees to indemnify releasees from any and all claims of liability or damages which may arise from the use of the premises by members of the organization, its invitees, licensees, or guests.

This release also applies to claims made or asserted as a result of the facility not being available to the organization or individual members, invitees, licensees, or guests. The organization specifically waives any claims against releasees arising from the use of or the inability to use township facilities

<p>_____</p> <p>Signature of organizational responsible person</p>	<p>____/____/____</p> <p>Date</p>	<p>_____</p> <p>Printed name of organizational responsible person</p>
--	-----------------------------------	---

Rev. 10/17/2016