

COMMUNITY ROOM POLICY



Oxford Township Parks & Recreation
2795 Seymour Lake Road
Oxford, MI 48371
Office (248) 628-1720

SUBJECT: USE OF COMMUNITY ROOM

The Oxford Township Parks and Recreation Commission shall make the Oxford Community Room available to certain groups as detailed in the following paragraphs. A maximum of 99 people may occupy the room at any given time.

AVAILABILITY

The Community Room is available Monday thru Friday to local non-profit and civic organizations engaged in leisure, educational, cultural, intellectual, or charitable activities in Oxford Township. The room will be made available to residents of Oxford Township as well as non-residents on Saturday and Sunday only. The Community Room is not available for religious services or partisan political rallies or any others as covered under Chapter #34 of the Oxford Township Ordinances.

Due to the popularity of the Community Room, organizations may schedule no more than two meetings a month and reservations may be made no more than three months in advance. A series of lectures or programs may be planned with prior approval of the commission or director.

CONDITIONS

Parks and Recreation will have priority in determining the use of the Community Rooms.

The Parks and Recreation Department will set-up furniture and equipment needed for use of the room. At the time of application, the scheduled group is responsible for indicating how the room is to be set up and what equipment will be needed. Choices for room set ups must be based on standard set up options provided by the Parks and Recreation. Applicants are requested not to move tables and/or equipment. Our set ups must conform with the Fire Chiefs regulations concerning numbers of chairs, tables, equipment, and fire isles. Room set up will be done as requested on the application. However, circumstances may prevent exact arrangement being available due to previous room usage.

Items to be displayed shall not be taped or tacked to walls or moldings.

Persons reserving the meeting room must be at least 18 years of age. All groups using the room must be under adequate adult supervision, with an adult in attendance always. During functions, children are requested to stay with their parents.

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No Food or drink may be consumed in the Community Room without prior approval from the Oxford Township Parks & Recreation Department.

By Michigan law, smoking is prohibited in the community room and public areas of the Parks and Recreation Administrative Offices.

No alcoholic beverages are permitted except with prior permission of the Oxford Township Parks and Recreation Commission. Request for permission must be made six weeks in advance through the office of the Parks and Recreation Director.

Each organization must count on its own personnel for the performance of any of the tasks related to the presentation of their scheduled program. The parks and recreation staff is not available to assist with any set-up or equipment changes.

All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Parks and Recreation Department may be publicized but the Parks and Recreation telephone number may not be placed on the publicity.

The person signing the application form will be billed for any necessary additional fees including cleaning and repairs in the event of damage to Parks and Recreation property.

SECURITY DEPOSIT

All User(s) of the Community Room will be required to submit the security deposit regardless of its tax status: profit, non-profit, public or private. The \$200.00 Security Deposit will be returned in full to user within 14 business days from the date/end time listed in the user's application unless one or more of the following events occur: (1) User or any other persons on or using the property with the user does not comply with any term or condition of this agreement or (2) User does not return the property in the same condition as User received it, normal wear expected. If one of the above-listed events occurs, the User forfeits the entire Security Deposit to cover its costs. There will be no partial refunds of the Security Deposit.

SCHEDULING

Time requested should include time for room setup, meeting time, and clean up time.

If a rental extends beyond application time, there will be an assessment of \$25.00 per 15 minutes. Until payment of the assessment, facilities will not be available to the organization.

The Parks and Recreation Department must be notified of meeting cancellations at least 24 hours in advance. An organization that fails to notify the Parks and Recreation Department of cancellation will be billed \$50 fee for room set up.

The Parks and Recreation reserves the right to cancel any meeting due to inclement weather or closure of the building. When possible the Parks and Recreation will notify the applicant of such closures.

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WARMING KITCHEN

Kitchen countertops need to be cleaned with soap and water, and trash needs to be emptied after being used and deposited into the dumpster. If utilizing kitchen utensils, supplies should be cleaned and returned. All items that are placed in the refrigerator need to be removed. The kitchen should be left clean as it was found prior to being used.

PROCEDURE

Reservations will be processed when a completed application and payment covering fees is received by the Parks and Recreation's. All checks must be made payable to the Oxford Township Parks and Recreation. The application must be completed and signed by an officer of the organization or another individual assuming responsibility. Reservations must be made no less than one week in advance of the desired meeting date. If confirmation is required, you may call the Parks and Recreation office at (248) 628-1720.

Application or previously granted permission may be rejected for violation of Parks and Recreation rules. Misrepresentation of qualifications for use of community room or conduct inconsistent with Parks and Recreation rules and regulations are the absolute discretion of the Parks and Recreation Commission.

Granting of permission to use the community room does not imply endorsement by the Oxford Township Parks and Recreation Commission. All organizations will agree to hold the Oxford Township Parks and Recreation Commission and its employees harmless from any loss, damage, liability costs and/or expenses that may arise or to be caused in any way by such use of Parks and Recreation facilities. The Parks and Recreation Commission cannot be responsible for loss or damage to exhibits left in the community room or personal property of those attending meetings.

CANCELLATION

Community Room reservation canceled more than fourteen (14) days before the reservation will result in a five dollar (\$5.00) administrative fee being deducted from the appropriate refund. No refunds are granted after fourteen days prior to the reservation.

The Community Room Rental Rates Saturday & Sunday Only

<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>MAXIMUM</u>
\$150	\$250	99