



Oxford Township Parks & Recreation
2795 Seymour Lake Road
Oxford, MI 48371

Office M-F 9am-5pm- (248) 628-1720 & Nights & Weekends- (248) 969-2032

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|-----------------------------|
| <i>Office Use Only</i> |
| Taken by: _____ Date: _____ |
| Date of Reservation: _____ |
| Rental Fee Paid: _____ |

COMMUNITY ROOM APPLICATION & PERMIT
 (One event per form)

Name of group/organization: _____

Event Use/Meeting Use: _____

Resident/Applicant: _____

Address: _____ City/Zip: _____ Phone: _____

Date of function: _____ Event Start Time: _____ Event End Time: _____

Number of users: _____ \$200.00 Security Cleaning Deposit: (Cash) (CC)

The Community Room Rental Rates
Saturday & Sunday : 10AM – 10PM ONLY

RESIDENT
\$200

NON-RESIDENT
\$300

MAXIMUM
99 people

ALCOHOL PROHIBITED IN ALL OXFORD TOWNSHIP PARKS & BUILDINGS

I hereby affirm that I have read and will abide by the rules outlined in the Oxford Township Parks and Recreation Community Room Policy. The undersigned further understands that failure to comply with all agreements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future permits and loss of security deposit.

Applicant Signature: _____ Date: _____

I understand I cannot tape or pin anything to the walls or ceiling. Applicant Initials: _____

To be completed by Dept. Representative: Condition of Room: Clean ___ yes ___ no
 Damage ___ yes ___ no Remarks: _____

Signed: _____ Date: _____

Deposit: Credit Card Number (Visa/MC) _____ - _____ - _____ - _____ Expiration Date (Month/Year) ____/____ CVV# _____

Check # _____

Office Copy (original) **Park Supervisor (copy)** **Applicant (copy)**



The Oxford Parks and Recreation Commission will provide the necessary reasonable auxiliary aids and services for individuals with disabilities. Please contact the Parks and Recreation Office at (248)628-1720 as soon as possible to allow Parks and Recreation sufficient time to have the reasonable aids and services available.