



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

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

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

COMMUNITY ROOM APPLICATION & PERMIT for 2024 and beyond
 (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: _____

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

RESIDENT Private	NON-RESIDENT Private	MAXIMUM
\$250	\$400	99 people
RESIDENT Public	NON-RESIDENT Public	MAXIMUM
\$350	\$500	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.