

# COMMUNITY ROOM POLICY / TERMS OF USE



**Oxford Township Parks & Recreation**  
2795 Seymour Lake Road  
Oxford, MI 48371  
Main Office | (248) 628-1720  
Nights & Weekends | (248) 969-2032

## **SUBJECT: USE OF COMMUNITY ROOM**

The Oxford Township Parks and Recreation Commission shall make the Oxford Community Room available to certain groups/individuals, as detailed in the following paragraphs. A maximum of 99 people may occupy the room at any given time. By reserving and paying for the rental renter agrees to the following policy and terms of use.

### **A. AVAILABILITY**

For **private rentals**, the Community Room is available to residents of Oxford Township, as well as non-residents, on Saturdays and Sundays (10 am-8 pm). For an additional fee, Saturday rentals have the option to reserve setup time on Friday evenings. Private rentals on Saturdays and Sundays may be booked up to six months in advance.

During weekdays, priority will be given to Parks and Recreation programming. However, the Community Room is available Monday through Thursday to **local non-profit and civic organizations** engaged in leisure, educational, cultural, intellectual, or charitable activities in Oxford Township. Civic organizations and non-profits may schedule no more than two meetings a month, and reservations may be made no more than two months in advance. A series of lectures or programs may be planned with prior approval of the director. **Meetings must end by 8:00 pm sharp!**

### **B. CONDITIONS**

Parks and Recreation will have priority in determining the use of the Community Room. Persons reserving the meeting room must be at least 21 years of age.

The Parks and Recreation Department will set up the 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. Room setup will be done as requested on the application. However, circumstances may prevent exact arrangements from being available due to previous room usage.

- All groups using the room must be under adequate adult supervision, with an adult in attendance always. During functions, children 12 and under are requested to stay with their parents. Renter is responsible for the conduct of guests and must abide by the policies of Oxford Township Parks and Recreation, ordinances of the Charter Township of Oxford, and the laws of the State of Michigan, Federal Law and Fire and Safety Codes will be enforced.

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- **Items for display and decoration shall not be taped or tacked to walls, moldings, or ceiling. No stakes may be driven into the parking lot or lawn area surrounding the building. No glitter, confetti, powders (colored or otherwise) shall be used inside, in the parking lot or lawn area surrounding the building. TV is not available for use.**
- All candles must be protected in a glass enclosure. **No open flames** of any kind at any time (except for birthday cakes) are allowed.
- By Michigan law, **smoking is prohibited** in the community room and public areas of the Parks and Recreation Administrative Offices and must be 50 feet from any entrance.
- **No alcoholic beverages are permitted** under Chapter #34 of the Oxford Township Ordinance.
- Those looking for **food truck** authorization must first defer to Charter Township of Oxford offices for review of Ordinance 135, processing, as well as completion of mobile food permit and licensing and provide us with an update and plans..
- Entertainment, catering or other agents of the group are the responsibility of the renter and may have special insurance requirements.
- Room temperature is regulated and can only be adjusted by staff.

Each organization must count on its own personnel for the performance of any of the tasks related to the presentation of their scheduled program. 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.

In the event of damage to Parks and Recreation property, those signing the application form and submitting payment for reservation, will be charged for any necessary additional fees - including cleaning and repairs.

### C. 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 and programs will not be available to the organization/individual.

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 a \$50 fee for room setup.

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Oxford Township Parks and Recreation reserves the right to cancel any meeting or reservation due to inclement weather or the closure of the building. When possible, the applicant will be notified of such closures.

### **D. WARMING KITCHEN**

Kitchen countertops need to be cleaned with soap and water, and trash to be emptied 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.

### **E. PROCEDURE**

Reservations will be processed once registration is complete, and payment covering fees is received. Reservations must be made no less than 48 hours in advance of the desired meeting date. If confirmation is required, you may call the Parks and Recreation office at (248) 628-1720.

Registration or previously granted permission may be rejected for violation of Parks and Recreation rules. Rejection due to misrepresentation of qualifications for use of community room or conduct inconsistent with Parks and Recreation rules and regulations, are at the absolute discretion of the Parks and Recreation Director.

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.

### **F. CLEAN UP**

- Clean up shall be performed during the approved rental time period.
  - Clean up shall include but is not limited to:
    - Removal of all food, beverages, decorations, displays, equipment or other materials.
    - Wipe tables, chairs and countertops.
    - Any other cleanup necessary.
    - All trash must be emptied and taken to the dumpster in the parking lot.
3. Staff shall inspect the room when clean-up is complete.

### **G. CANCELLATION**

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

Violations of this policy/terms of use may be cause for immediate cancellation of rental without refund.