

**Dorr Township Hall**  
Reservation and Rental Form

The Dorr Township office will accept reservations for the Township Hall and its facilities for the current year. Reservations will be made on a first come, first served basis by calling (616) 681-9874 or visiting the Township office located at 4196 — 18<sup>th</sup> Street. Payment will be required within 10 days of the date reservation is made. If payment is not received within 10 days, the reservation will automatically be canceled. All fees are non-refundable.

Township Hall rental shall be \$50.00 for township residents and \$100.00 for Non-residents per day. A \$50.00 Security Deposit is required for all rentals. **The security deposit must be paid separately by check or money order. You will receive the security deposit back if the facility is left in good condition.**

**\*\*RESERVING PERSON/GROUP MUST HAVE A COPY OF THE RESERVATION FORM ON SITE TO VERIFY USE.**

**\*\*PERSON/GROUP RESERVING THE TOWNSHIP HALL WILL BE HELD RESPONSIBLE FOR RESTORING THE AREA TO ITS ORIGINAL CONDITION.**

**IF ALL AREAS ARE NOT CLEANED UP, THE DEPOSIT WILL BE FORFEITED.**

**Hall Rental and Facilities (per day):** \$ \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Total Payment:** \_\_\_\_\_

Please type or print clearly and return with full payment to the Township Office.

Adult Township Resident \_\_\_\_\_ Adult Non-Resident \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Group Representing: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Purpose: \_\_\_\_\_ Date of use: \_\_\_\_\_ Time of use: \_\_\_\_\_

Payment Enclosed: \$ \_\_\_\_\_ Check or Money Order # \_\_\_\_\_

I certify that I am an authorized representative of the group making the reservation for the Dorr Township Hall and facilities. I certify that I am at least 18 years of age, and shall accept full responsibility for the orderly conduct of the persons who attend the function, and for any damage to Dorr Township property, and assume all responsibilities for damage to persons who are part of the group, and hold Dorr Township harmless in the event any injury claim of judgment is filed against said Township. I also certify that I am aware of the Township Hall rules and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to Dorr Township

Adopted June 4, 2009 Amended July 26, 2018 Dorr Township Board

Effective September 1, 2018

## **Dorr Township Hall/Complex Policy**

### **Overall**

Dorr Township, its board, its officials, and its employees shall be held harmless and not liable in the event of an accident or injury to members of any group or their guest who use the township facility under the following stipulations. Every effort will be taken to supply a safe environment for use. Liabilities for injury or damages are the responsibility of the group, organization or individual using the facilities.

#### *By a religious organization for services*

The Township will allow the hall to be used by organizations within the township, it will provide for the equal access and be open to use by all groups, including religious ones.

The Township will allow Dorr Township public service organizations to use the township hall or other facility for free. All other individuals and organizations will be charged a fee to use the hall/facility/parking lot.

#### *Liquor/Smoking law violations*

No alcohol is to be permitted by anyone using the township hall or any township facilities.

No smoking permitted by anyone inside the township hall or any township facilities.

### **Regulating Campaign Materials on Township Property**

Section 57 of the Michigan Campaign Finance Act, prohibits the use of township property to expressly advocate voting for or against a candidate or ballot question.

The Township will not allow unattended materials that expressly advocate voting for or against a candidate or ballot question anywhere on township property on any day. This includes vehicles with campaign signs parked on township property.

On Election Day, Michigan Election Law prohibits campaign materials and campaigning within 100 feet of the entrance to any polling place.

The Township will regulate materials and campaigning outside of the 100-foot limit on township property on Election Day.

A voter has a right to park his or her vehicle in a township parking lot for the period of time it takes for that person to vote, even if the vehicle has campaign signs on it. But no one has a right to park a vehicle with campaign signs on it for any longer than the person needs to be on the property to vote.

**Regulating Parking Lot Use:**

The Dorr Township Complex parking lot is provided for the use of a variety of staff and residents at no charge. The lot consists of 35 regular parking spaces. Six handicapped parking spaces are provided for the exclusive use of those who show the proper state-issued identification.

In order to assure the safety of our residents and staff, we ask that everyone who uses the parking lot adhere to the following practices:

Each vehicle may use only one marked parking space.

Vehicles may not be left in the parking lot overnight.

Special parking arrangements for a specific purpose (i.e. Voting Dates) within a limited time period may be negotiated through the township supervisor with the approval of the board.

Stopping, standing or parking is not permitted in the entry/exit to the fire station or in any driving lane, whether the vehicle is attended or unattended.

The townships parking lot cannot be used for the purpose of displaying or advertising a vehicle that is for sale.

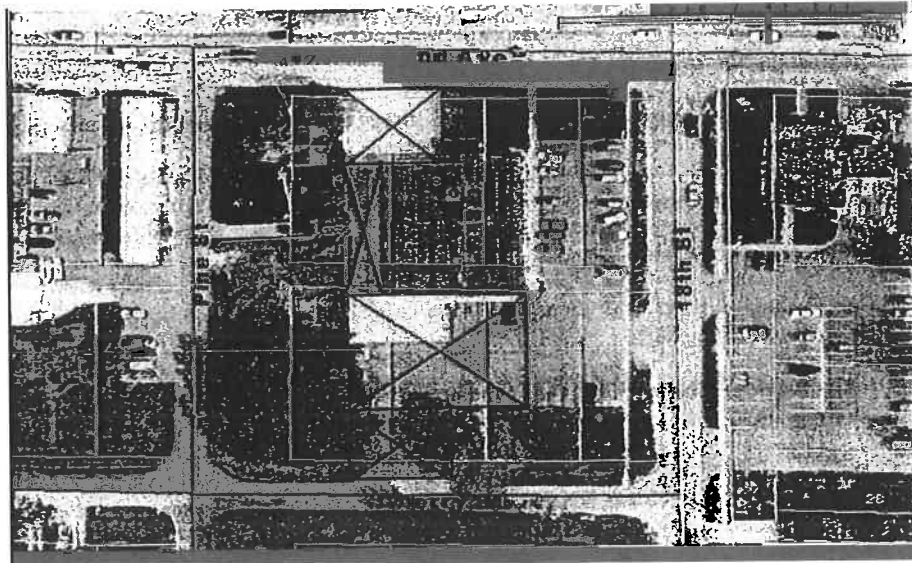
Stopping, standing, and parking are permitted only in marked parking spaces.

In the event that a vehicle is parked in front of fire Department entries/exits or within the non-permitted parking spaces, the vehicle will be towed at owner's expense.

Non-permitted parking spaces will be marked with signage stating "Authorized Personnel Only".

Here is a map outlining the parking lot use & non-permitted parking spaces **(Black X)**:

**\*\*Authorized Personnel will be Approved/Defined by the Township Office\*\***



## **Dorr Township Hall Facility Rental Rules & Regulations**

### **Reservations & Charges:**

Township Hall & Parking Lot reservations will be made through the office manager. All except township-affiliated organizations shall complete a written reservation form. All parties other than elected and appointed commissions of Dorr Township shall pay a usage fee of \$50.00 for Township residents and \$100.00 for non-residents per calendar day and a \$50.00 refundable security deposit for the use of the Township Hall/Complex facility.

Township reserves the right to limit/restrict uses.

Township reserves the right to cancel or reschedule any reservation that conflicts with official business of the township (elections, etc.). In case of the township cancelling reservation a full refund will be issued.

### **Conditions: Responsibilities of Users**

Complete a written request for use of room and payment.

Sponsoring person/organization must be present during the event and shall provide adult supervision.

Ensure building security, lock-up afterwards, and stay out of prohibited areas (fire station, office, ambulance areas, etc.).

Clean-up trash and garbage and place in dumpster/trash bin prior to leaving.

Report any damage to building, furniture or plants. The township shall request payment for damage or repairs from the group.

Everything must be left in the same condition as upon entry.

### **Kitchen Use:**

Use for serving lunches, catered meals, pot lucks, and similar use; NOT for preparing meals from scratch.

After use, clean-up and remove garbage.

### **Reservation Policy:**

The reservation/rental form shall be in writing and submitted to Dorr Township office staff. All areas of the application must be filled out completely and must be signed by a responsible representative of the requesting organization or party. Reservations may be made within one year of the reservation date. Reservations must be made at least two weeks in advance.

**Definition of Class:**

Resident: Dorr Township Residents must reside within Dorr Township boundaries.

Non-Resident: Non-Residents, organizations, institutions, agencies, groups that are not located within Dorr Township boundaries.

Fee Note: Anyone charging a fee or planning to sell products will be charged the Non-Resident rate.

**Cancellation & Refunds:** Rentals will be subject to the following cancellation refund procedures:

- No rental fee refund will be given with a notice of thirteen days or less.

**Payment Fees:**

Payments must be paid at time of the reservation. Prior approval is required for charging admission.

**Security Deposit:**

A \$50.00 Security Deposit is required for all rentals. The security deposit must be paid separately by check or money order on the day of the rental. You will receive the security deposit back if the facility is left in good condition.

**Hours:**

The reservation time period shall include all preparation, activities, and clean up and restoration.

**Smoking/Alcohol:**

Dorr Township prohibits the smoking and possession or consumption of any alcoholic beverages within the township hall and its facilities.

**Cleaning:**

Cleaning shall consist of sweeping, cleaning tables/counters, and removing all trash and decorations from the building. Deposit all trash into carts located behind the building.

**Damage:**

Any damages to any Dorr Township Hall equipment or property will be charged to the renter and shall be deducted from the security deposit. If these costs for damages exceed the amount of the security deposit, a bill for the balance will be mailed to the renter who will be required to reimburse Dorr Township for such costs for damages.

**General Liability Insurance:**

Organizations requesting a rental may be required to provide proof of liability insurance naming Dorr Township as "Additional Insured" for the event.