



**BUILDING USE RULES FOR
PLAINFIELD COMMUNITY CENTER AND SENIOR CENTER**
5255 GRAND RIVER DRIVE NE
GRAND RAPIDS, MICHIGAN 49525

1. Availability of Rooms:

- a. Northview Senior Citizens will have daytime use of the building from 8:00 AM until 4:30 PM weekdays. If the Senior Citizens are not using it, then other groups may schedule the building during the daytime. The one exception to the daytime use is on the day before and all election days when Plainfield Charter Township uses the building as a polling location.
- b. Building use may be granted to Plainfield Charter Township residents and organizations only by the permission of the Plainfield Charter Township (Board), or their designee. These groups may book the building one (1) year in advance of their events.
- c. No space shall be available for rental to commercial organizations or individuals.
- d. Any activity or use of the Community Center, which is or may be detrimental to the neighbors or the general welfare of the Township, is prohibited.

2. Seating Capacity:

- a. Maximum seating of 121 people in the large meeting room.
- b. Maximum seating of 48 people in the kitchen area.

3. Calendar and Building Use Forms:

- a. The calendar will be maintained the front desk receptionist of Plainfield Charter Township.
- b. All building use forms must be filled out completely and returned for approval by the Township. The person requesting the use of the building must be a resident in Plainfield Charter Township.

4. Rental Charges and Security Deposit:

- a. Rental rates shall be as follows:

4 hours or less	\$ 50.00
4 to 8 hours	\$ 75.00
Over 8 hours	\$100.00
- b. A \$200.00 Security Deposit by check or money order for the key must be paid in advance of the scheduled event to Plainfield Charter Township.
- c. An inspection of the building and the surrounding area will be made by a Township employee. Upon completion of this inspection, those who have used the rooms may pick up the deposit or the renter will informed of the applicable damage charges.
- d. No rental fee shall be levied for Plainfield Charter Township official uses or for any official event of the Northview Senior Citizens Group during the above hours or during other times if waived by the (Board).
- e. Free Use of the Community Center on Monday and Tuesday may be approved by the Township Board for any individual or group subject to the following conditions:

1. The Community Center is not being used for a governmental activity or being used by the Northview Senior Citizens Group
2. These individuals or groups may book the building up to six (6) months in advance.
3. The conditions of 4(b) and 4(c) will apply

5. Supervision:

- a. The user must supply appropriate adult supervision.
- b. The name, address and telephone number of the person responsible must be supplied on the application.
- c. The responsibilities of those using the rooms are as follows:
 1. Pick up from and prompt return of the key to Township Hall during normal office hours.
 2. Users are responsible for any clean-up necessary to return the rooms, restrooms, and hall to their original conditions.
 3. Users must provide their own dishes and table service.
 4. Only the Northview Senior Citizens Group is allowed to play the Baldwin organ.
 5. Users must plan for their own arrangement of the furniture. The tables and chairs are to be returned to their original locations. Township employees will not provide set-up or tear down of facility furniture.
 6. Users are responsible for any damage to the building, furnishings, and grounds. Users shall inspect the premises at the beginning of the rental time period and if any damage exists, users shall, before use of the building, call the Township at 364-8466, and report the damage to the Township Hall and if no one is available at the time, users shall leave a telephone message at such number. Failure to timely report any damage in the manner described herein shall constitute an admission that the premises were undamaged at the beginning of the rental period.
 7. Users shall take care to secure the building after use by properly locking the doors and making sure all windows are closed and locked. All lights and appliances must be shut off. Upon leaving the building during winter months, the thermostat must be set at 62 degrees; during summer months at 75 degrees, with the air conditioning fan off.
 8. Should extra cleaning be required, the cost of cleaning will be deducted from the security deposit with a minimum deduction being \$50.00.
 9. Food and non-alcoholic beverages are permitted.
 10. Alcoholic beverages will not be allowed on the premises. This regulation includes the building, the grounds, and the vehicles.
 11. No smoking will be allowed in the building.
 12. No adhesive materials, scotch tape, nails or tacks will be allowed on the walls.
 13. All garbage shall be collected into trash bags and disposed of into the trash bins outside the Kitchen door.
 14. During clean up, only a dust mop shall be used on the parquet floors. No wet mop is to be used.
 15. No pets are allowed at or in the center except for service dogs

6. Rental Hours:

- a. The Plainfield Senior and Community Center may be rented from 4:30 PM to 11:00 PM Monday through Friday, and from 8:00 AM to 11:00 PM on Saturday and Sunday.
- b. On New Year's Eve, the building may be rented until 1:30 AM. Alcoholic beverages will not be allowed on the premises. This regulation includes the building, the grounds, and the vehicles.

7. In Case of Emergency:

Call only if it is an emergency – Dennis Hatchew at (616) 401-3370 or Ron Walker at (616) 293-9371.



**PLAINFIELD CHARTER TOWNSHIP
COMMUNITY CENTER FACILITY USE APPLICATION
6161 BELMONT AVENUE NE
BELMONT, MICHIGAN 49306-9609**

1. PROCEDURES:

- a. Complete application forms and return to Plainfield Charter Township, 6161 Belmont Avenue NE, Belmont, MI 49306. No reservation will be made until authorized representatives approve this application.
- b. Person completing the application or the one assuming responsibility for the group should be familiar with the Township Building Use Rules and **must** be a resident in Plainfield Charter Township.
- c. Any fees due should be paid at the Plainfield Charter Township office. Make all checks payable to: Plainfield Charter Township.
- d. Applicant must confirm all reservations 48 hours in advance of event.
- e. Address of Community Center is: 5255 Grand River Drive NE, Grand Rapids, MI 49525

2. APPLICATION:

Name of Group Requesting	Telephone #
Approximate # Attending	Time Requested for use
Type of Activity / Event	Date Requested for use
	Rental Charge

3. PLAINFIELD CHARTER TOWNSHIP WAIVER:

The following individual or group agrees that Plainfield Charter Township and the Northview Senior Citizens Group or their staff, or employees will not be held responsible for any accidents or loss of personal property, however caused, and agrees to release Plainfield Charter Township and the Northview Senior Citizens from all claims or damages which may arise as a result of such accidents or loss.

Person responsible	Address	Telephone #
Signature	Date	

- FOR TOWNSHIP USE ONLY -

Approved by: _____ Date _____

Key # Issued: _____ Issued: ___ / ___ /20 By: _____ Returned: ___ / ___ /20 Rcvd by: _____

Rental Charge Rcvd: ___ / ___ /20 Ck# _____ Amount: _____ By: _____

Security Deposit Rcvd: ___ / ___ /20 Ck# _____ Returned: ___ / ___ /20 By: _____

Plainfield Charter Township reserves the right to cancel this application.