



**PLAINFIELD CHARTER TOWNSHIP
PUBLIC FACILITY USE APPLICATION**

6161 BELMONT AVENUE NE
BELMONT, MICHIGAN 49306-9609

1. PROCEDURES:

- a. Complete application forms and return to the Plainfield Charter Township Clerk. 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 Clerk's 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 Date Requested for use

Type of Activity / Event

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 #

\$ _____
Amount Charged Signature Date

- FOR TOWNSHIP USE ONLY -

Approved by: _____ Date _____

Key # Issued: _____ Date Issued: ___ / ___ /20 Issued by: _____

Date Returned: ___ / ___ /20 Received by: _____

Plainfield Charter Township reserves the right to cancel this application.



**BUILDING USE RULES FOR
PLAINFIELD SENIOR AND COMMUNITY 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 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 Clerk. These groups may book the building one (1) year in advance of their events.
- c. No space shall be available for rental to commercial ventures.

2. Seating Capacity:

- a. Maximum seating of 121 people in the large meeting room.

3. Calendar and Building Use Forms:

- a. The calendar will be maintained by the Clerk's Office of Plainfield Charter Township.
- b. All building use forms must be filled out completely and returned for approval by the Board or Clerk. 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 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 after each rental and prior to the next building use. Upon completion of this inspection, those who have used the rooms may pick up the deposit or the Clerk's office will inform the renter of the additional damage charges.
- d. No rental shall be levied for the Northview Senior Citizens Group or for Plainfield Charter Township official uses.

- e. Non-Profit Organizations may apply to the Board of Plainfield Charter Township for a waiver of the rental fee.

5. Supervision:

- a. Appropriate adult supervision shall be supplied by the user or renter.
- b. The name, address and telephone number of the designated supervisor shall be supplied on the application.
- c. The responsibilities of those using the rooms are as follows:
 - 1. Pick up and prompt return of the key must be done in the Clerk's office 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 Northview Seniors Citizen Group's are allowed to play of 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. Damage must be reported at once to the Clerk.
 - 7. Users shall take care to secure the building after use by properly locking the doors and making sure all windows are closed. 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 lounge 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 the center.

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.