

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

- I. Availability of Rooms: Seating Capacity Limited to 121 Persons In The Large Meeting Room.
 - A. Northview Senior Citizens will have daytime use of the building from 8:00am until 4:30pm weekdays. If it is not being used by the Senior Citizens, then other groups may schedule the building during the daytime. The one exception to the daytime use is election days when Plainfield Charter Township uses the building as a polling place.
 - B. Building Use may be granted to Plainfield Township residents and Plainfield Township 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.
- II. 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 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.
- III. 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.

IV. 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. Playing of the Baldwin organ is allowed only by Northview Senior Center.
 - 5. Users must plan for their own arrangement of the furniture. The tables and chairs are to be returned to their original locations.
 - 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 in winter, the thermostat must be set at 62 degrees; in summer 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 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. Trash bags will be given to applicant when they pick up the key.
 - 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.

V. Rental Hours.

The Plainfield Senior and Community Center may be rented from 4:30pm to 11:00pm Monday through Friday, from 8:00am to 11:00pm on Saturday, and from 8:00am to 11:00pm on Sunday. On New Year's Eve the building may be rented until 1:30am.

Adopted by Plainfield Charter Township Board on October 4, 1993.

**PLAINFIELD CHARTER TOWNSHIP
PUBLIC FACILITY USE APPLICATION
6161 BELMONT NE P O BOX 365
BELMONT, MI 49306-0365**

PROCEDURES:

1. Application forms are available from the Plainfield Charter Township Clerk.
2. Complete application for and return to the Clerk. No reservation will be made until this application is approved by authorized representatives.
3. Upon approval a copy will be returned to the applicant.
4. 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.
5. Any fees due should be paid at the Clerk's office. Make all checks payable to Plainfield Charter Township.
6. All reservations must be confirmed 48 hours in advance of event by applicant.

APPLICATION

Group Requesting	Date Requested for use
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Building	Approximate No. Attend	From ____ To ____ Time
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Specific Area Desired	Kind of Activity
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List specific equipment or arrangements desired: _____

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 #
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\$ _____	Signature	Date
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FOR TOWNSHIP USE

Approved by: _____ Date _____

Plainfield Charter Township reserves the right to cancel this application.