

**ATTACHMENT A**  
**APPLICATION AND PERMIT FOR USE OF TOWNSHIP FACILITIES**  
**PROCEDURES AND REQUIREMENTS**

**APPLICATIONS AND MAKING RESERVATIONS**

1. Organizations wishing to use Township Municipal Office Rooms should obtain, complete and return an Application and Agreement for use of Facilities form. A completed application form must be filed with the Clerk's Office. Township Municipal Office Rooms must be reserved by a Designated Responsible Representative (DRR) for the group/organization.
2. An Application and Agreement for use of Facilities form must be completed by the DRR, signed, and submitted to the Township Clerk's Office at least two (2) weeks prior to the requested date, but no earlier than three (3) months before requested date.
3. A written description of the event must be included on the application form.
4. Applications will be processed in the order they are received. Submittal of an application does not guarantee availability. Applications shall be reviewed, and can either be accepted, limited, or denied by the Clerk's Office.

**HOURS OF USE**

Available to reserve year round, excluding township scheduled holidays, Monday through Friday from 5:00PM-8:00PM. The hours between 8:00AM-4:30PM may be available in the Municipal Office Rooms including the Senior Center; subject to preemption by township programs. Chesterfield Senior Center conducts programming 8:00AM - 4:30PM Monday through Friday. Some select evenings may be available.

\_\_\_\_\_ **Initial RENTAL POLICIES**

- Township meetings take place over other meetings, and to ensure equitable access by all qualified groups and organizations, the township may limit the number of occasions on which a meeting room may be used by a group or organization.
- Facilities will not be rented to outside groups for more than five (5) consecutive days.
- No long term agreements will be made to rent space. Agreements may not exceed three (3) months. After the time limit has expired, the renter may reapply for another three (3) month lease period, but the township does not guarantee acceptance of the application.
- Organizations renting township facilities must conduct activities that are orderly, lawful, not of a nature to incite others to disorder, and not restrictive by reason of race, creed, color, national origin, sex, handicap, or age.

Specific activities prohibited by the township include, but are not limited to those that may:

- Charge an admission or registration fee or require a donation. Events selling merchandise must have prior written approval by the Township Supervisor.
- Create direct competition with the township programs or services for which fees are collected.
- Damage any property including building, grounds, or equipment.
- Violate existing policies and procedures.

\_\_\_\_\_ **Initial RESERVATION GUIDELINES**

- The DRR must be present during the entire rental.
- The DRR is responsible for checking Chesterfield Townships' website on the day of the event to ensure that Chesterfield Township did not close for the day due to unforeseen circumstances. No planned reservations will take place by external groups or organizations at the Township Municipal Offices when they are closed.
- All approved applications require a Use Permit Form that will be furnished to the DRR or reservation applicant once approved by the township.
- Adult supervision of youth must be present at all times.
- Approved meeting DRRs and reservations applicants do not have usage of the Chesterfield Township Senior Center Kitchen.

\_\_\_\_\_ **Initial ADVERTISING AND PROMOTION**

- Meeting announcements and other promotional materials may include that the meetings location is at Chesterfield Township buildings or parks, but may not suggest that the group or organization is affiliated with Chesterfield Township, that Chesterfield Township is a sponsor of the event, or that Chesterfield Township endorses the content of the program or views of the speaker, performers, or participants.
- The Township of Chesterfield reserves the right to approve in advance any advertising of any kind that utilizes the Township's name or logo. Please submit any promotional materials to the Township Clerk prior to plan production of any such materials.

\_\_\_\_\_ **Initial FEES AND PAYMENTS**

- The security/damage deposit (if applicable) must be paid at the time the application is approved.
- The applicant shall be responsible for expenses incurred by the Township in correcting, cleaning, repairing or replacing any facilities, property of the Township which was damaged in connection with the activity, meeting or event for which the facility was rented, regardless of who actually caused damage. Payment of such damages will be billed do the DDR and shall be deducted from the security/damage; any additional amount shall be paid by the DDR to the Township within thirty (30) days after receipt of bill for that amount.
- Failure to exit the facility at time of rental reservation end time may result in a fee charge of \$30 per hour, minimum \$15 charge.
- Unpaid fees by the organization, group, or DDR, will relinquish all future use of facility reservations.
- Minimum \$200 fee for pulling fire alarm in non-emergency, and possible cancellation of event.

\_\_\_\_\_ **Initial SMOKING AND ALCOHOL POLICY**

- Smoking in not permitted in any of the township facilities or parks. Alcohol in not permitted in any of the township facilities or on township grounds.

\_\_\_\_\_ **Initial DECORATIONS**

- Items may not be attached in any way to the walls. The use of candles or any other open flames, and smoke/fog machines are prohibited. The use of rice, birdseed, confetti, dance wax, and any other similar materials is not permitted within any of the facilities. No decorations are allowed which would damage or discolor facility. Decorations must be flameproof.

\_\_\_\_\_ **Initial CLEAN UP POLICY**

- The applicant will be responsible for removal of all decorations, removal of any items of property brought to the facility, and removing all trash, and depositing all trash in appropriate receptacles that are provided. Tables and chairs must be wiped clean and returned to the original room setup.

\_\_\_\_\_ **Initial CANCELATIONS**

- All requests for refunds must be made in writing to the Clerk's Office. Reservations canceled within four (4) days of a reservation will forfeit the deposit (if applicable).

\_\_\_\_\_ **Initial FOOD AND CATERING**

- No food or drinks are allowed in the Township Municipal Office Rooms without written approval from the Clerk's Office.

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DESIGNATED RESONSIBLE REPRESENTATIVE \_\_\_\_\_

ROOM RENTAL \_\_\_\_\_ RENTAL DATE \_\_\_\_\_