



Byron Township Community Center Facility Rental Application

Organization: _____

Applicant's Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

Municipality where you pay taxes: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Requested Date: _____

Day of Week Month Date Year

Requested Time: _____

Starting Time Ending Time
(Time must include prep and clean up. No early arrivals are allowed.)

Admission Fee Charged: Yes No Will you be selling products: Yes No

Rental Classification: Resident Non-resident

Type of Activity: _____ Number in Attendance: _____

Will food be served: Yes No If yes, provided by: _____

Check Facility Requested:

- Multipurpose Room #1- with kitchen (35 people)
- Multipurpose Room #2 - (65 people)
- Multipurpose Room #3 - (50 people)
- Entire Multipurpose Room plus Kitchen (150 people)
- Gymnasium

Room Set up Style:

- Banquet Style
 - Classroom Style
 - U-Shape Style
 - Theatre Style
 - Other: _____
- (Draw diagram on back.)

How many tables: _____ How many chairs: _____

Special Requests: _____

I have received, read, understand and agree to comply with Byron Township Community Center rules and regulations on the use of the facility. I hereby fully release and discharge Byron Township, it's officers, agents and employees from any and all claims from injury, including death, damage or loss, which may be alleged to have arisen out of, or in connection with the above facility rental.

Signature of applicant: _____ Date: _____

Credit Card# MasterCard or Visa : _____ Expiration Date: _____

Cardholder Name: _____ Address: _____ Zip Code: _____

OFFICE USE ONLY

Date Paid: _____ Amount Paid: _____ Deposit: _____ Check: _____ Cash: _____ Credit Card: _____ Receipt: _____



Byron Township Community Center Facility Rental Rules & Regulations

Reservation Policy:

The application for the areas within the Byron Township Community Center shall be in writing and submitted to Byron Township Community Center 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 may not be made more than one year in advance. Reservations must be made at least two weeks in advance.

Definition of Class:

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

Non-Resident: Non-Residents, organizations, institutions, agencies, groups that are not located within Byron 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:

- 50% of rental fee will be refunded with a 1 month or more cancellation notice.
- 25% refund will be refunded with a 2 - 4 week cancellation notice.
- No refund will be given with a notice of thirteen days or less.

Payment Fees:

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

Cleaning Deposit:

A \$100.00 Cleaning Deposit is required for all rentals. The deposit must be paid separately by check or credit card on the day of the rental. You will receive the 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. Early arrivals are not allowed. When events are scheduled outside of the building hours, a fee of \$15 per hour will be assessed.

Alcohol:

Byron Township prohibits the possession or consumption of any alcoholic beverages within the Community Center.

Cleaning:

Cleaning shall consist of sweeping, cleaning tables/counters, and removing all trash and decorations from the building. Deposit all trash into the dumpster located in the parking lot.

Damage:

Any and all damage to any Byron Township Community Center 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 cleaning deposit, a bill for the balance will be mailed to the renter who will be required to reimburse the Byron Township Community Center for such costs for damages.

Decorations:

All decorations must be taken down after your rental. Tape is not allowed on the walls. Candles must be in an enclosed container. Open flame candles are not allowed.

General Liability Insurance:

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

Walk-Through: The Attendant on duty will accompany the renter in a walk-through inspection before the event takes place, to make sure the Community Center is clean inside and out. The employee will then outline what the cleaning process will be to ensure the security deposit is refunded.