

MORE INFORMATION

Please check the Byron Township website for the complete Community Center Brochure. All the facility rental forms and applications will be posted on the website. Full payment is expected at the time of the reservation. Facility rentals will be reserved on a first come first served basis. A cleaning deposit will be required on the day of your reservation. The deposit must be paid separately with a check or credit card number. The deposit is refundable depending on how the facility is left after the reservation.



Byron Township Community Center
Recreation Department
2120 76th Street
Byron Center, MI 49315
Phone: 878-1998 * **Fax:** 583-1220
Website: www.byrontownship.org

BYRON TOWNSHIP RECREATION

Community Center Facility Rental Information



*Creating Community through
People, Parks and Programs*

Community Center

BYRON TOWNSHIP COMMUNITY CENTER

BUILDING HOURS

Monday - Friday 7:00 a.m. - 9:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.
Sunday Closed

OFFICE HOURS

Monday - Friday 8:00 a.m. - 5:00 p.m.
Phone (616) 878-1998
Fax: (616) 583-1220

SPECIAL BUILDING CLOSINGS

The Byron Township Community Center will be closed on Memorial Day, July 4th, Labor Day, Thanksgiving & the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve and New Year's Day. The Community Center will also be closed at noon on Good Friday.

FACILITY RENTAL

All or specific areas of the Byron Township Community Center will be available for rent, provided the activities are compatible with the facilities and hours of operation. All rental applications must be in writing. The Recreation Department reserves the right to approve or deny any rental application. All rentals are subject to availability. For complete information on facility rental please call the Byron Township Community Center at (616) 878-1998 between the hours of 8:00 a.m.- 5:00 p.m. Monday-Friday. All rental forms will be posted on the website at www.byrontownship.org.

Reservations may be made within one year of the reservation date. Reservations may not be made more than one year in advance.

FACILITY RENTAL REFUNDS

Rentals will be subject to the following cancellation refund procedures:

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

FACILITY RENTAL POLICIES

Note: The Community Center is open for Reservations on Fridays and Saturdays. (Special request will be considered)

1. The application for use of areas within the Byron Township Community Center shall be in writing and submitted to the 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.
2. Requests must be received a minimum of 2 weeks in advance.
3. Your rental fee payment and completed Rental Agreement must be received prior to approval and confirmation.
4. The reservation time period shall include all preparations, activities, clean up and restoration.
5. When events are scheduled outside of the building hours, a fee of \$15.00 per hour will be assessed to have a staff person on site.
6. **CLEANING DEPOSIT** - A \$100.00 cleaning deposit is required on the day of your rental. The deposit must be paid separately by check or credit card. You will receive the deposit back if the facility is left in good condition. You will not receive it back for the following reasons:
 - a. The facility is left unsatisfactory.
 - b. Any damage has occurred to the community center as a result of your rental.
 - c. You or someone in your party violates the terms of the Rental Agreement.

NOTE: Renters must leave the room as they found it. Cleaning shall consist of sweeping, cleaning tables/counters, removing trash and wiping up any spills.
7. Reservations may be made within one year of the reservation date, reservations may not be made more than one year in advance.
8. Organizations requesting a rental may be required to provide proof of liability insurance naming Byron Township Community Center as "Additional Insured" for the event.
9. Prior approval is required for charging admission and selling products.
10. All special requests must be made in writing to the Recreation Director.

FACILITY RENTAL PRICES

Room/Area Reservations must include prep & clean up within time frame. No early arrivals are allowed.	Maximum Occupancy	Resident Per Hour	Non-Resident Per Hour	After Hours Supervisor
Multi Purpose #1, Plus Kitchen 747 Sq. Ft.	35	\$25	\$37.50	\$15 per hour
Multi Purpose #2 1090 Sq. Ft	65	\$15	\$22.50	\$15 per hour
Multi Purpose #3 898 Sq. Ft	50	\$15	\$22.50	\$15 per hour
Multi Purpose #1,2 and 3 Plus Kitchen 2,515 Sq. Ft.	150	\$55	\$82.50	\$15 per hour
Gymnasium 9,600 Sq. Ft. *Occupancy depends on actual activities in the building.	100-200*	\$60	\$90	\$15 per hour

RESIDENT: Residents must reside within Byron Township boundaries.

NON-RESIDENT: Non-Residents, organizations, institutions, agencies, groups that are not located within Byron Township boundaries. *Charging admission and/or selling products.

NOTES:

1. There will be an additional \$15 per hour charge for a supervisor during after hours rentals.
2. A cleaning deposit of \$100 will be required for all rentals.