



Township Hall Meeting Room Policy

Purpose

This policy establishes guidelines for the use of the Eaton Township Hall Meeting Room. Failure to comply with the provisions of this policy may result in loss of deposit, denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

Use of Eaton Township Meeting Room does not constitute endorsement by Eaton Township Board of points of view expressed by any group or organization.

I. Use of the Facilities

Only governmental entities of Eaton County Michigan may be granted a temporary, revocable permission to use the facilities for approved activities at no charge when needed for official use.

This meeting room use policy is non-discriminatory. In accordance with the Michigan Public Accommodation Act, this tax-supported facility may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

II. Meeting Room Capacity

No group shall exceed the room capacity of fifty (50) persons if the room setup includes both tables and chairs. The maximum occupancy is one hundred (100) persons if the setup is chairs only.

III. Supervision and Accountability

Any entity requesting the use of the Eaton Township Meeting Room must make reservations of the room through the Township Clerk or designated representative. The entity must also request one of Eaton Township's Board Members to open and close the building. The person making the request will be the responsible party for the group, but the group itself will be held reliable for compliance with all provisions contained in the Policy. That person is responsible for maintaining the orderly conduct of all its speakers, attendee, guests, etc., informing all attendees of the rules by which they must abide, compliance with the rules by all guest/participants, and for any damage to the facility and its contents. The applicant must ensure that events are adjourned and facilities vacated at the specified end time. Repeat end-time violations may result in denial of further facility use.

IV. Furniture

Tables and chairs are provided at no charge, and they must be returned to the configuration existing when the group arrived. Under no circumstances shall any tables or chairs be removed from inside the building. Equipment, supplies or personal belongings of any group may not be stored in the meeting room or in the building.

V. Liability

Eaton Township assumes no responsibility for loss or damage to possessions of , or equipment and materials used by user groups, individual attendees, their volunteers; nor for any injury to any person as a results for, or in a any way arising from, any given use of the facility. Signing the application for the Use of the Meeting Room constitutes an agreement to indemnify and hold harmless the personal injury or loss or damage to any item, which results from or in any way arises

out of the use of any meeting room facility. The Township is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

VI. Food and Beverages

Food and beverages (non-alcoholic only) must have prior approval. However, the room and the break room facilities must be left clean or a clean-up fee will be assessed. No cooking is allowed.

VII. Alcoholic Beverages, Smoking and Weapons

Alcoholic beverages, smoking and weapons are prohibited in the meeting room or anywhere on Township Hall property.

VIII. Clean-up and Damage

Groups leaving food remnants, dirt, debris or other substances on furniture, counter tops, windows, walls, ceiling or floors will be assessed a clean-up fee of \$50. Groups damaging furniture, carpeting, walls, or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party. The compliance checklist must be completed and signed before departure from the facility.

IX. Decorations and Signage

No decoration, sign, poster, etc. may be attached to any interior or exterior surface of the building. Any display items or visual aids must be easel-mounted or free-standing.

X. Reservations and Parking

Meetings may be scheduled from 8:00 a.m. through 9:00 p.m. Monday thru Saturday. Clean up and final departure must be accomplished prior to 9:30 p.m. Groups or organizations who incur "No Show" bookings may be denied future use of the room.

All vehicles must be parked in approved parking spaces available.

XI. Restrictions on Use

The meeting room shall not be scheduled for the following:

- a. Groups or organizations whose size exceeds the occupancy load limit.
- b. Wedding receptions, reunions, parties, graduations, dances, dance classes and celebrations, including such events for Eaton Township elected officials or employees.
- c. Any commercial business, fee-based or promotional activity.
- d. Any meeting or activity that solicits funds or donations from attendees.

Subject to the provisions regarding exercise of First Amendment rights, Eaton Township reserves the right to refuse or revoke permission for the use of meeting room to any group whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which facilities are located, or of the facilities.

Eaton Township Clerk may grant a waiver of any provision of the above policy in the event of special circumstances.

Approved 3/4/2010
Amended 12/3/2015

Charamy Cleary, Clerk