



Fort Gratiot Pointe Community Center
5085 Lakeshore Road, Fort Gratiot, MI 48059

**The Community Center is
 opened & closed by:**

POLICIES AND RULES
(Capacity-60 persons)

AMENITIES

- Full size kitchen with range, refrigerator, microwave, dishwasher and large coffee pot
- Handicapped accessible entrance and two restrooms
- Media screen upon request
- Six round tables (5' diameter)—seats eight comfortably
- Four rectangular tables (8'x3')—seats ten comfortably
- 60 chairs

Table coverings and trash bags are not supplied
All trash must be removed from premises by applicant

I. FEE SCHEDULE: The Community Center will be available in 8 hour increments for the following uses:

	USE	DEPOSIT	PROPERTY OWNER/RESIDENT RATE	NON-PROPERTY OWNER/NON-RESIDENT
1.	Meeting Only. Light refreshments only, no kitchen use. i.e. civic group, neighborhood association, church, senior organization	50.00	75.00	150.00
2.	Party. Food served. i.e., reception, shower, reunion, graduation, birthday, communion, retirement, wake or like function.	100.00	200.00	250.00
3.	Additional four hours	none	50.00	50.00

There is no fee for Fort Gratiot Township Boards and Commissions or other Federal, State, County, Local Government entities

II. APPLICATION PROCESS

- A. In order to reserve the building, the applicant must submit an application form and security deposit to the Fort Gratiot Township office within ten (10) working days after the request for rental. The rental fee is due ten working (10) days prior to the rental date. If the rental fee is not received ten (10) working days prior to the rental date, the Charter Township of Fort Gratiot reserves the right to deny use of the facilities.
 - 1. If the application is denied or if the reservation is cancelled, by Fort Gratiot Township, due to unforeseen circumstances, Fort Gratiot Township shall only be responsible or liable to the extent of the security deposit and rental fee paid by the applicant.
- B. All applicants shall agree to a “Hold Harmless” clause indemnifying the Charter Township of Fort Gratiot from all liability. Failure to complete this form shall result in denial to use the facilities.
- C. If the applicant has complied with all the Policies and Rules, the deposit shall be returned following the next regularly scheduled Township Board Meeting after the event. Board Meetings are held the 1st and 3rd Wednesdays of each month.

III. PROHIBITED TYPES OF ACTIVITIES

- A. The following types of activities shall be prohibited:
 - 1. The sale and/or consumption of Alcoholic Beverages.
 - 2. The sale and/or consumption of any type(s) of illegal drugs.
 - 3. Smoking is prohibited on premises.
 - 4. Violation of any Township, County, State, or Federal Law, Statute or Ordinance.
 - 5. Any form of gambling, contrary to the laws of the Municipality, State or Federal Government.
 - 6. Use of the facilities for any commercial or fund raising activity.
 - 7. Activities that block fire doors, means of egress or block or tamper with any fire or safety protection equipment.
 - 8. Any activity, when the purpose of such use is to promote activities subversive to the Constitution or the laws of the United States or any subdivision thereof or to overthrow the government of the United States by any state of force, violence or other unlawful means.

IV. USE RESTRICTIONS AND CONDITIONS

- A. There must be adequate adult supervision for all usage.
 - 1. Groups comprised of individuals under the age of eighteen years must have one of their parents, twenty one (21) years or older, in attendance for each ten persons under eighteen years.
- B. The application form must be signed by an individual, a member of the organization, group or business requesting the use of the Community Center who is twenty one years of age or older and is able to provide proof of additional insurance coverage should the Township feel their activity requires such.
- C. The applicant must be in attendance the entire designated time of the event and make sure the guests understand and follow the rules and policies. The applicant will be held responsible to pay for any damages done by any member of the group.
- D. The building ***MUST*** be cleaned and restored to its original condition. The applicant is responsible for the removal and disposal of all trash.
- E. ***NOTHING*** is to be adhered to any surface. Weighted helium balloons and table top decorations are allowed.
- F. ***NO DECORATIVE CANDLES ALLOWED.*** Birthday candles on a cake are permitted.
- G. Violations of any rule or policy shall result in a forfeiture of the deposit, liability by the applicant for actual amount of damages incurred by the Township and denial of future use by this applicant and/or group.
- H. The applicant and guests are to use only the community room, kitchen, and restrooms.
- I. No personal property shall be on the premises, other than during the rental period.
- J. No food shall be prepared in the building. Food may be brought in, kept warm and served. Kitchen utensils and accessories are not supplied.
- K. All events, including clean-up time, must end by 8 P.M.
- L. The applicant agrees to indemnify the Charter Township of Fort Gratiot and its Members or agents against all liability to persons or property on the premises.
- M. A Building Supervisor, designated by the Township, shall be responsible for seeing that all policies and rules are followed. In the event the Supervisor becomes aware of a violation during a rental, he/she will give notice and time to comply. Upon failure to comply, the Building Supervisor may give notice to vacate and all users shall immediately vacate the building. Under these circumstances, the rental fee and deposit shall be forfeited.