

HELENA TOWNSHIP

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1/17/2018 revised

HELENA TOWNSHIP COMMUNITY CENTER RENTAL RULES AND FEES

GYM: Sports activities such as volleyball, basketball, etc., will be \$12.00 per hour, with a two-hour minimum for booked time.

RECEPTIONS: Gym and kitchen are considered as a unit. Seating capacity is 200 people for sit down dinners, and 415 if chairs only for a seminar. We make exception in seating for weddings and fundraisers where people are coming and going. Fees are \$200.00/\$300.00 (resident/non-resident), deposit and a rental fee of \$300.00/\$500.00 (resident/non-resident) for the weekend, which includes set up on Friday (after 12 noon), Saturday use, and clean up by **noon** on Sunday. **Use of the facility prior to noon on Friday, i.e: ceiling decoration, food storage, delivery of extra tables, will result in an additional charge of \$100.00, payable when picking up the key, or before refund of \$300.00 deposit. If use of the steam table is desired, a \$75.00 deposit is required, and will be refunded the same as the regular deposit, after inspection.**

Deposit must be made when making reservations. A cancellation of reservations must be made at least 30 days in advance of the reservation, or the deposit will be considered forfeited. **KEYS ARE TO BE PICKED UP AT THE TOWNSHIP OFFICE ON THE THURSDAY BEFORE THE RECEPTION BEFORE NOON. KEYS ARE TO BE RETURNED TO THE DROP BOX LOCATED TO THE LEFT OF THE TWP. OFFICE DOOR UPON COMPLETION OF CLEAN-UP.**

PARTIES:

ALCOHOL: Alcohol is allowed in the facility, but the waiver of liability *must* be signed and on file with the contract before use of the facility will be allowed. Exception to the Waiver of Liability is proof of purchase of a one day alcohol license through your Homeowner's Policy.

LOCAL CHARITY GROUPS: who have a non-profit status certificate on record with the Township, will have free use of the gym and kitchen, (one time a year) if it is available at the requested time. If a reservation is made in advance to hold the hall on a certain date, a donation is requested to defray the costs to the township.

January 17, 2018

GROUPS or NON-PROFIT ADDITIONAL RENTALS: will be subject to rent of \$100.00 for a *one-day* use, provided there are no weddings scheduled that week-end. A \$200.00 refundable deposit is required to secure the booking. Building must be cleaned on the same day as the event, or the deposit refund will be considered payment for additional time. Use of the building prior to the day of the event will be considered an additional day, and \$100.00 will be charged for each day.

COOKING ONSIGHT: We are not a licensed facility for cooking. If food **to be sold** is to be cooked on the premises, a one day temporary license *must* be purchased from the Antrim County Health Dept. at renters' expense, posted in the kitchen and a copy given to the office prior to the date of the event.

INDIVIDUAL CHARGES: There will be no side room rentals allowed for wedding receptions or parties, as they are reserved for community classes, and they are unavailable to protect property stored in those areas.

ROOM RENTAL..... \$6.00 HR.

There will be a designated person responsible for the building at each event. That person will be present at the inspection of the building if the township inspector deems it necessary.

RENTER is responsible for any and all damages, costs of repair, and/or replacement of all equipment during the rental period.

USE OF HELIUM BALLOONS IS STRICTLY PROHIBITED!!! NO STAPLES/NAILS OF ANY ON THE WALLS OR TABLES-TAPE ONLY. ANY COST FOR DAMAGE TO SAID PROPERTY WILL BE THE RESPONSIBILITY OF THE RENTER.

FUND-RAISERS: will be considered under the non-profit group status upon approval by the Township Board for one day a year use.

STACK CHAIRS PROPERLY IN RACKS, ALL GOING IN ONE DIRECTION.

KITCHEN, STOVE AND REFRIGERATOR MUST BE THOROUGHLY CLEANED AND ALL FOOD TAKEN BEFORE LEAVING.

REMOVE AND DISPOSE OF ALL DECORATIONS.

WIPE ALL TABLES AND TAKE DOWN AND PUT ON RACKS.

SWEEP FLOORS WITH PUSH BROOMS---NO MOPPING!!

PICK UP AND REMOVE ACCUMULATED TRASH—DUMPSTER IS LOCATED TO THE LEFT OF KITCHEN DOOR—ALL TRASH MUST BE IN RECEPTACLE. BRING YOUR OWN TRASH BAGS.

LOCK UP—BE SURE ALL DOORS AND WINDOWS ARE SECURE AT ALL EXITS BEFORE LEAVING THE BUILDING. CHECK BATHROOMS FOR FANS AND LIGHTS.

OUTSIDE OF BUILDING MUST BE CLEANED ALSO---ALL TRASH, BEER CANS, CIGARETTE BUTTS, CUPS, ETC. FROM AROUND THE BUILDING AND PARKING AREA.

ANY RENTOR REQUESTING DEVIATION FROM ANY OF THE ABOVE RULES SHALL DIRECT THEIR REQUEST DIRECTLY TO A HELENA TOWNSHIP BOARD MEMBER. THE MAINTENANCE CREW DOES NOT HAVE THE AUTHORITY FOR APPROVAL, AND YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY LOST OR DAMAGED PROPERTY RESULTING FROM NOT FOLLOWING PROPER PROCEDURES.

DEPOSITS: will be returned only if all the rental requirements are met by the renter. Deposit covers damage to tables, chairs, kitchen refrigerator, stove or steam table. Refund checks will be issued within ten days of the event.

SUGGESTED SUPPLY LIST

DISHES, DISH SOAP & DISH TOWELS
SILVERWARE—SUGAR/CREAMER
TABLECLOTHS—MASKING TAPE AND SCISSORS
TRASH BAGS
SERVING UTENSILS
DISHES FOR LEFTOVERS
COOKING PANS
PUNCH BOWL
COFFEE AND COFFEE FILTERS
PAPER TOWELS