DeWitt Charter Township
Facility Use Policy

Section One -- Scope of the Policy

The Facility Use Policy establishes guidelines to assist the staff of DeWitt Charter Township and the DeWitt Area Recreation Authority (DARA) in the decision making process when a group or individual request(s) the use of a community facility. The Facility Use Policy has been developed to:

- Enhance and promote the mission of DeWitt Charter Township.
- Develop a consistent set of facility use procedures for DeWitt Charter Township facilities.
- Define a multi-tier use schedule to prioritize requests and establish rental fee categories for DeWitt Charter Township facilities.

The policy applies to all DeWitt Charter Township recreation facilities.

Section Two – General Reservation Procedures

1. Reservations will be taken for times the facilities are not being utilized by DeWitt Charter Township.

2. Reservation requests for the **Community Center** will be accepted from the general public on a first-come, first-served basis but not more than one (1) year or less than four (4) calendar days in advance of the requested date, except for groups who desire to establish an annual meeting/community room reservation schedule outlined in Section Four – Annual Meeting/Community Room Reservations.

3. Reservation requests for the **Park Pavilions** will be accepted from the general public on a first-come, first-served basis. General reservations will be accepted no earlier than January 2nd of the current year of the requested date, or less than (3) calendar days in advance of the requested date; organized run/walks being reserved may book effective November 1st of the proceeding year.

4. Reservations are not to be made for uses that are in direct competition with programs being conducted by DeWitt Township, DARA or their agents.

5. An Outdoor Facility Request Form/Rental Agreement or Community Center Request Form/Rental Agreement must be fully completed and signed by a responsible agent, who is at least 21 years old, representing the group and received by DeWitt Charter Township/DARA for the reservation to be considered.

6. Meeting rooms and community rooms shall be available to Township residents at a discounted price except for those uses involving revenue generating activities and/or the solicitation of donations. Other fees and charges shall be applicable to all users.

7. The appropriate security deposit listed on the fee schedule related to the requested facility must be paid and received with the completed Facility Request Form/Rental Agreement. The balance of the estimated fee must be paid and received more than fourteen (14) calendar days

prior to the reservation date. If full payment is not received within this time, the reservation will be canceled without further notice and the deposit refunded, less $20.00. In addition to the estimated fee, the group shall pay, within 30 days of billing, all charges imposed for remaining beyond the scheduled reservation period or for requiring special clean up.

8. A reservation may be confirmed but shall not be considered final until the applicable deposits/fees are paid, and insurance is filed, if required (Section 3 of this policy).

9. Reservations to groups of minors must be made by a responsible adult and a sufficient number of adults must be present during the reservation period to assure proper supervision and orderly conduct of the group.

10. The person applying for the reservation shall be held responsible for the conduct of the group, be jointly and severally responsible for all fees and charges, be liable for any damages to the facility or its environs caused by any member of the group or other person in attendance and shall see that the building(s) and surrounding grounds are left in a neat, clean and orderly condition.

11. Reservations will be accepted on the condition that the reservation and facilities uses are subject to changes in fees, ordinances and regulations.

12. In the event of **Community Center** cancellation by the group, money paid for reservations will be refunded (less $20.00 service fee) if the cancellation is made in writing and received thirty (30) days prior to the reservation date. Changing date or location of a reservation is considered cancellation, and the refund policy will apply. [Exception: If the canceled time is reserved and paid for by another group, a refund (less $20.00 service fee) can be made upon request.] If the facility is closed due to adverse weather conditions, or other causes beyond the control of the Township (e.g., plumbing, heating or electrical failure), a full refund shall be granted or an attempt will be made to accommodate another date.

In the event of a **Park Pavilion/Sports Field** cancellation, money paid for the rental fee will be refunded along with the deposit, less $20.00, if the cancellation is made and received fourteen (14) days prior to the reservation date. Cancellations less than fourteen days will result in the loss of the park rental fees paid, yet the security deposit will be returned. Changing date or location of a reservation less than fourteen (14) days prior to the reservation, is the same as a cancellation, and the cancellation policy and fees will apply.

13. Checks should be made payable to DeWitt Charter Township for payment or reservations. Note on check the date, time and place of the reservation.

14. Upon request, a period of 15 minutes prior to and following the requested time on the Facility Request Form/Rental Agreement will be granted for the set up and clean up of the facility.

15. Upon request, DeWitt Township, in its sole discretion, may grant permission to waive provisions for reservations or any of the general use rules. To be valid, any such grant of permission or waiver must be in writing and so noted on the reservation permit. Any verbal permission or waiver is invalid.

16. If there is a problem with the **Community Center** room(s) on the day of the reservation, it is the responsibility of the group representative to notify DARA on the next business day. If there is a problem with the **Park Pavilion/Sports Field** on the day of the reservation, it is the responsibility of the group representative to notify the Township on the next business day.

17. Facility Request /Rental Agreement forms are to be submitted to DeWitt Charter Township/DARA in person or by mail at 1401 West Herbison Road, DeWitt, MI 48820.

18. General use capacity of a park pavilion is 100. Rentals expecting a capacity more than 25% over capacity are required to reserve additional pavilion(s). Park rentals anticipating over 1000 in attendance should also be mindful of Township Ordinance 30: Outdoor Assemblies.

Section Three – Insurance

Depending upon the nature of the reservation, groups may be required to supply insurance to cover liabilities presented during the usage if any of the following conditions exist:

- Food or beverages are being served. ***Note: No alcoholic beverages are allowed on any Township property at any time.***
- Fund raising ventures involving Township facilities/park land.
- Other conditions deemed appropriate by the Township.

The group shall file with the Township, proof of a public liability and standard property damage insurance policy, a minimum of fourteen (14) days prior to the reservation date. Such policy shall be provided at the group's expense and insure the group and name DeWitt Charter Township as an additional insured against such liability imposed on such group and/or DeWitt Charter Township arising from injury or damage. Such policy shall provide for no less than the payment of up to the denoted amount in the event of injury to or death of one or more persons; for all damages arising out of injury to or destruction of property in any one occurrence due to acts or omissions of the group or its members. Policy limits shall be set in consultation with the Township's legal counsel.

The policy of insurance shall be written by an insurance company authorized to do business in the State of Michigan. A certificate of the insurance shall be filed with the Township Clerk, subject to prior review and approval as to form only by the Township's legal counsel. The certificate shall have endorsed therein DeWitt Charter Township as additional insured. All insurance and certificates shall include and endorsement providing for not less than thirty (30) days prior written notice to the Township Clerk of termination, expiration or material change of terms of the insurance.

Section Four – Annual Meeting/Community Room Reservations

For groups who desire the use of the facilities covered by this policy on an annual basis and who want a consistent date, time, facility and possibly a particular facility's room, the following procedure shall apply.

Facility Request/Rental Agreement Forms will be accepted no less than thirty (30) days prior to the requested start date of the annual reservation and will be valid for one (1) year from the requested start date. An appropriate deposit as listed on the fee schedule shall be kept on file for the entire year and is due with the completed Facility Request/Rental Agreement. Payment for

the estimated time per month is due no less than ten (10) calendar days prior to the beginning of the next month. Facility Request/Rental Agreement Forms may be presented in person to DARA at 16101 Brook Road, Lansing, MI 48906 or by mail to 1401 West Herbison Road, DeWitt, MI 48820.

The Facility Request/Rental Agreement Form will be reviewed and processed on a first-come, first-served basis with preference provided as described in Section Five – Priority Table, of this policy. All groups will receive notification of their assignment no later than ten (10) calendar days prior to their beginning rental date.

Cancellation of the annual facility reservation must be received in writing to the DARA Office no less than thirty (30) days prior to the requested ending date of the reservation to receive a full refund. Failure to provide a thirty (30) day cancellation notice will result in forfeiture of the current month's payment and deposit money.

To accommodate DeWitt Township and DARA programs, all assignments will be reviewed on a quarterly basis. If the need arises for a room change, the group will be notified at least twenty-one (21) calendar days in advance and alternative arrangements will be made.

Section Five – Priority Table

Requests for use of the DeWitt Charter Township facilities will be prioritized based upon the following priority table. Rental fees associated with facility usage will be based on the structure of the table. Other fees associated with facility usage are based on defined expenditures and will be applied flatly across the table.

The table has been constructed in a way that establishes three groups or categories of users. A short description of the category and examples of the groups are given below.

Category 1 = Government functions & community education functions *
Category 2 = Civic Organization (Non-profit Organizations, Senior Citizen Groups, Scouts), meetings, classes & gatherings
Category 3 = Community business groups, informal groups, individuals, and other community organizations

* Fees for DARA, Library, and Township sponsored functions or programs that benefit Township citizens are waived. However, the Library shall be charged a $35 cleaning fee per event.

Schedule of Fees
Schedule H

Facility Fee Schedule (hourly rates)

Cat.	Facility	Resident Fee (<2 Hours)	Resident Fee (> 2 Hours)	Nonresident Fee (<2 Hours)	Nonresident Fee (> 2 Hours)	Security Deposit
1	Gym	$20	$15	N/A		N/A
1	Gym/Kitchen	$25	$20	N/A		N/A
1	Activity Room	$15	$10	N/A		N/A
1	Activity Room /Kitchen	$20	$17.50	N/A		N/A
1	Picnic Shelter	$15	$2.50	N/A		N/A
1	Athletic Field	$10	$3.75	N/A		N/A
1	Inline Skating Rink	$10	$5	N/A		N/A
1	Inline Rink – Lights	$5	$5	N/A		N/A
1	Inline Rink - Scoreboard	$5	$5	N/A		N/A
1	Concession Stand	$10	$5	$10	$5	N/A
2	Gym	$30	$25	$45	$30	$75
2	Gym/Kitchen	$45	$40	$60	$45	$125
2	Activity Room	$25	$20	$40	$30	$75
2	Activity Room /Kitchen	$40	$35	$55	$45	$125
2	Picnic Shelter	$25(4 hours)	$5	$35(4 hours)	$8	$40
2	Athletic Field	$20(2 hours)	$7	$30 (2 hours)	$13	$20.
2	Inline Skating Rink	$15	$15	$25	$25	$30
2	Inline Rink – Lights	$10	$10	$20	$20	$10
2	Inline Rink - Scoreboard	$10	$10	$20	$20	$200
2	Concession Stand	$15	$10	$25	$20	$125
3	Gym	$40	$35	$55	$40	$75
3	Gym/Kitchen	$55	$50	$70	$55	$125
3	Activity Room	$35	$30	$50	$40	$75
3	Activity Room /Kitchen	$50	$45	$65	$55	$125
3	Picnic Shelter	$40(4 hours)	$9	$50 (4 hours)	$11	$40
3	Athletic Field	$30(2 hours)	$12 (2 hours)	$40 (2 hours)	$15	$20
3	Inline Skating Rink	$25		$35		$30
3	Inline Rink – Lights	$15	$15	$20	$20	$10
3	Inline Rink - Scoreboard	$15	$15	$20	$20	$200
3	Concession Stand	$20	$15	$30	$25	$125

If concession stand is not rented with other facility (skating rink/picnic shelter, etc), cost shall be $5.00 extra an hour.

*Fee structure is subject to change. When updating the Township's schedule of fees, any fees changes will update this document.

Kitchen – The kitchen may be rented for approved entrepreneurial uses at a rate of $20 an hour for the first two hours and then $15 an hour, plus refundable security deposit of $50. Long term lease arrangements and storage space may be negotiated.

Section Seven – Rental Forms

Township staff will be responsible for creation of rental and other working forms. This may be updated by Township staff as needed and approved by the Township Manager. Documents must be consistent with the facility use policy.