

Bay Township Hall

Meeting Use Policy & Procedure (Revised 03/10/2011)

General Statement:

1. All public functions or elections scheduled by Bay Township officials shall be given scheduling preference by the township hall agent. If the Board suddenly needs the hall, the approved time will be canceled and an alternate time will be offered.
2. The township hall is available for meetings at no charge. One member of the group or association must be a resident and property owner of Bay Township.
3. The Bay Township resident will be required to sign a copy of the Agreement and is responsible for the care of the township hall and for the conduct of those using the hall during the scheduled meeting.
4. No damage deposit is required, however, if costs for repairs and cleaning are deemed necessary by the township agent, they will be the responsibility of the resident signing the Agreement and that person will be billed. After each hall use, the township's agent shall physically inspect the township hall's premises for cleanliness and damage. The resident using the hall shall understand that the privilege of using the township hall shall be withdrawn by the township's agent or the township board if cleaning costs and damage repair costs are not paid. Substantial citizen complaint, police involvement, or criminal complaints may also result in the resident losing township hall use privileges.

Definitions:

1. **Nonprofit group:** An organized group of persons that has elected or appointed officers, has 501(c)(3) federal status, or annual membership dues of less than \$25.00. It may be social, educational, or religious or other. The nonprofit group must have a member who is a resident of Bay Township.
2. **Resident:** The Bay Township resident and/or Bay Township property owner responsible and accountable for the township hall. The person who signs the Agreement.
3. **Public Function:** Official meetings held by Bay Township officials.
4. **Township Hall Agent:** Person designated by Township Board who is responsible for communicating terms of Agreement with resident requesting use of the hall.

Bay Township Hall Meeting Use Agreement

1. No smoking is allowed in the building. This is a public building and subject to the laws of Michigan.
2. No alcoholic beverages are to be sold, served, or consumed on the Township property.
3. No cooking or food preparation is allowed in the hall. Snacks and beverages may be consumed during the meeting, however cleanup is required by the group and garbage placed in proper receptacle. Microwave and coffee pot, if used, must be cleaned.
4. The building must be left in the same condition as it was found. This includes putting folding chairs back in their original location. Agreement does not include use of computers or printer.
5. No animals are allowed in the hall except animals to assist the handicapped.
6. The township property cannot be used to conduct business for profit.
7. The Hall is available for use from 8 AM until 10:00 PM and has a maximum capacity up to 31 people.
8. The following checklist will be completed by resident and township agent:
 - ___ Electric baseboard heat is turned OFF; Furnace thermostat is left ON and set at 50 degrees.
 - ___ All furniture is left clean and in original place.
 - ___ Lights are turned off; this includes outside front door overhead light.

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INDEMNIFICATION AGREEMENT:

The _____ agrees to defend, indemnify, and hold harmless the Bay Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Bay Township by any reason of any damage to property, personal injury, including death, that arises out of or is incident to or in any way connected with the performance of this Agreement, and regardless of which claim, demand, loss, cost of expense if caused in whole or in part by the negligence of the _____, or by third parties, or by the agents, servants, employees or factors of any of them.

Name of Group _____

Number of Attendees _____

Resident Name _____

Address _____

City, State, Zip _____

Telephone(s) _____

Hall Use Date and Time _____

I have read, understand and accept the above Terms and Agreement for the use of the Bay Township Hall:

Resident Signature _____

Township Agent Signature _____

Date of Agreement _____

If any costs were incurred after use of hall, please describe below: