

DeWitt Charter Township Community Center Request/Rental Agreement

Community Center: 16101 Brook Road, Lansing, MI 48906 (517) 482-5117

Please deliver completed form to DARA in the Community Center or mail to:

DARA 1401 West Herbison Road, DeWitt, MI 48820

Please make checks payable to: DeWitt Charter Township

Applicant / Organization
Address
City/State/Zip
Contact Name
Contact Daytime Phone:
Contact Evening Phone:
E-Mail Address

Function Date	Requested Time
Group Size	% Township Residents (within group)
Briefly describe the purpose of your organization/group's event	

REQUESTED FACILITY	CAPACITY**
<input type="checkbox"/> Gym	205 – 616 depending on use
<input type="checkbox"/> Gym/Kitchen	205 – 619 depending on use
<input type="checkbox"/> Activity Room 1	73 - 156 depending on use
<input type="checkbox"/> Activity Room 1/Kitchen	73 – 159 depending on use
<input type="checkbox"/> Activity Room 2	109 – 233 depending on use
<input type="checkbox"/> Activity Room 2/Kitchen	109 – 236 depending on use
# of tables requested*	# of chairs requested*

***You will be required to set up and take down your tables and chairs. **Capacity varies with use of tables and chairs.**

I have read and initialed the facility use rules (opposite side). I agree to abide by the rules as written. I further agree to assume responsibility for all damage to or liability for the facility during the rental period.

I agree to reimburse DeWitt Charter Township for any theft or damage to the Township facility during the period of the rental. The reimbursement will be based on replacement costs and will be made within 30 days of the theft or damage.

Applicant Signature _____ Date _____

For office use only:			
Deposit: _____	paid on: _____	returned on: _____	
Confirmation: _____	Final Confirmation: _____	Code: _____	
Payment: _____	paid on: _____	table # _____	chair # _____

Rules for Facility Use:

1. All minors attending activities in the Township building shall be adequately supervised by adults.
2. Entry and exit to the Community Center building will be through designated doors only unless otherwise approved by Township officials.
3. Absolutely no alcoholic beverages are allowed on the premises.
4. No person shall engage in any disturbance, fight, quarrel or altercation on the premises, nor shall any person who is obviously under the influence of alcohol be permitted to remain on the premises.
5. Those using Township facilities shall not engage in loud, boisterous, or disruptive activity.
6. Those using Township facilities will restrict their activities to the room(s) and functions approved in the rental agreement.
7. Gym use-Absolutely no hanging on the basketball rims. Only rubber sole shoes will be allowed for sports activity.
8. Games of chance are subject to state licensing.
9. Decorations shall be erected and taken down in a manner not destructive to Township property and within the rental time period only.
10. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
11. Strict adherence to Township parking areas is required.
12. It is the responsibility of the party using the facilities (whether by fee rental or other use as permitted by the Township) to obtain permission or license to use any copyrighted materials not limited to licensing from BMI, ASCAP or SESAC.

To qualify for a full refund of security deposit:

- a. Leave premises in the same condition they were prior to rental.
- b. All garbage must be placed in the trash receptacles provided.
- c. Return all chairs and tables properly to the caddies.
- d. Turn off all lights (including bathrooms) and make sure doors are securely locked.

Facility Fee Schedule (hourly rates)

Facility	Category	Resident Fee	Nonresident Fee	Security Deposit
Gym	Civic/Non-Profit	\$40	\$40	\$75
	Family/Business	\$40	\$55	\$75
Gym/Kitchen	Civic/Non-Profit	\$55	\$55	\$125
	Family/Business	\$55	\$70	\$125
Activity Rm #1	Civic/Non-Profit	\$25	\$25	\$75
	Family/Business	\$25	\$35	\$75
Activity Rm #2	Civic/Non-Profit	\$35	\$35	\$100
	Family/Business	\$35	\$50	\$100
Activity Rm/Kitchen	Civic/Non-Profit	\$50	\$50	\$125
	Family/Business	\$50	\$65	\$125

*Fee structure is subject to change.

Initials: _____

- The Library shall be charged a \$35 cleaning fee per event.
- Township Hall may be rented by neighborhood associations once a year. The rental rate is \$100 for the first two hours and \$35 for each additional hour.
- Rental rates do not apply to Holidays. Rental rate for Holidays is double the normal price.