

Policy on Public Use of Rollin Township Property

The following information for the private use of Rollin Township property is set forth to give guidance to officers and employees of the Township, as well as the general public.

GENERAL

1. The Township Board, hereinafter called the Board must approve all private use of Township facilities, i.e. Township Hall, Township Hall Grounds and Tibbs Park. It is advised that requests for use of the facilities be made at least four (4) weeks in advance of the event to allow time for the Board to act.
2. Requests for the use of facilities must be made in writing on a form supplied by the Township.
3. All requests shall be processed on a first come first served basis. Only one event will be scheduled for each weekend.
4. Government agencies at any level, non-profit organizations or individuals over 17 years of age who are Township property owners or residents shall have use of the hall for a non-refundable fee of \$50.00 plus a \$50.00 deposit. Proof of residency or property ownership is required such as a driver's license, MI State ID card, current tax bill or voter registration card. Non-residents may use Tibbs Park facilities. Non-profit organizations limited to 501C3 or 501C4 are not required to pay the \$50 usage fee.
5. The applicant shall not assign, transfer or sublet the use of a township facility or equipment without written permission from the clerk.
6. Political parties, candidates for public office, political committees for a candidate or ballot issue shall not be permitted to use the Townships facilities for political purposes so that the Township remains politically neutral.
7. Smoking and/or the use of alcoholic beverages or illegal drugs is prohibited on all Township property.
8. Use of the Township's facilities may be denied for reasons, which may include, but not limited to, excessive damage or wear and tear on Township property, failure to report damage, etc.
9. All persons who are granted use of the hall shall be given a copy of this policy at the time they receive the key.
10. Sponsors of an event shall re-supply expendable items such as toilet paper, garbage bags and paper towels that they use.
11. Applicants/responsible parties for use of township facilities agree to conduct activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and

save harmless the township against any and all claims for injury to person or property (including claims of employees of the applicant/responsible party or any contractor, subcontractor, or invited guest) arising out of the activities contracted by the applicant/responsible party, its agents, members or guests, or invitees.

TOWNSHIP HALL

1. The Township Hall should not be used for outside events during normal working hours, which are Mondays and Wednesdays 8 AM to 1 PM, Thursdays and Fridays 9:30 AM to 1 PM, Tuesdays 2:30-6 p.m. and Saturday, 8 AM to 11 AM. During tax season the Treasurer's office is open from 9 AM- 4 PM Tuesday and Thursday.
2. Preparations for an event may be done during weekday or Saturday office hours if care is taken to avoid interference with Township business. In general, set-up should take place on the day of the event.
3. Tables and chairs located in the public area of the Township Hall may be used for outside events. They must be returned to their original places after the event is over. The copy machine is not available for use of guests.
4. Users must sweep and/or mop the floor, remove trash from the hall and the township hall grounds, and clean the rest room, kitchen and drinking fountain as well as washing all table tops and chairs that may have become soiled, before the key is returned. See #7 below for failure to leave hall in the condition it was found.
5. The key to the building will be available from the Township Clerk on the last business day before the event is scheduled and must be returned by the first business day following the event. (The key may be left in the drop box on the side door of the hall.)
6. Persons setting up for an event shall use the south door on the east side of the building. Four parking spaces shall be maintained for Township use on Saturday mornings.
7. Should an event take place during Township business hours, parking on the east and front of the building shall be reserved for Township employees and the general public. The handicap space shall be reserved for handicapped individuals only. During non-business hours, parking is unrestricted.
8. Users of the building shall be responsible for any damage done to the facility, and they shall notify the Clerk of such damage when the key is returned. The \$50.00 deposit will be applied toward expense of replacement or repair of damaged equipment and/or additional cleaning. Payment for damage in excess of \$50 is the responsibility of the party applying for use of the hall. The fee for a key not being returned is \$350.
9. The kitchen is available for food and drink preparation.
10. When the temperature is below 70' outside, DO NOT TURN ON THE AIR

CONDITIONER; open the doors to cool the hall. If the air conditioning temperature is reset during an event, it must be returned to the original setting when leaving the hall.

TOWNSHIP HALL GROUNDS

1. Use of the Township Hall grounds shall be restricted to weekends and recognized holidays.
2. Saturday morning is a business day for the Township and parking at the east side of the building shall be reserved for employees and those doing business with the Township.
3. During wet periods, parking on the grass must be limited and any damage to the lawn area shall be restored within 3 business days of the event.
4. Toilet facilities can be accessed from 8 AM -11 AM Saturdays through the north door on the east side of the building.

TIBBS PARK

Park facilities may be used by Rollin Township residents, non-residents and property owners. Reservations for the use of the park cost \$25 and are non-refundable, and shall be made in two (2) hour increments, which should include time for set up and clean up. There is no fee for non-reserved use of the park. Requests shall be in writing on forms provided by the Township and shall include the specific areas that are desired for the event, i.e. pavilion, ball field, basketball court, lawn area etc.

1. If electricity is needed, this must be stated in the application because the Township supervisor or one of the trustees will have to turn power on.
2. A notice indicating that the park is reserved shall be posted on the southwest post of the pavilion seven (7) days before the scheduled event by the supervisor or one of the trustees.
3. Parking shall be restricted to paved and graveled areas. Parking on the grass is prohibited.
4. Damage to park property must be reported to the Clerk the first business day after the event and payment for repair is the responsibility of the applicant.
5. Trash is to be cleaned up and deposited into the large covered trash cans at the park. Porta-johns must be inspected to ensure that they are in good condition inside.

APPLICATION FOR USE OF TOWNSHIP FACILITIES AND/OR EQUIPMENT

Name of Responsible Citizen (Please Print) _____

Address _____

Facility: ___ Township Hall * _____ Township Parking Lot/Grounds
___ Tibbs Park: ___ Pavilion? ___ Ball Field ___ Basketball Court
___ Lawn Area ___ Playground Need Electricity? ___ Yes ___ No

Date(s) Requested: _____ Time: From _____ to _____

I have inspected the facility and/or equipment and note the following damage: _____

***NOTE: A \$50.00 non-refundable fee plus a \$50 deposit is required for use of the hall. Deposit will be refunded after inspection of hall insures that it was properly cleaned and no damage occurred. Part or all of the \$50.00 deposit will be applied toward expense of replacement or repair of damaged equipment and/or additional cleaning. Payment for damage in excess of \$50 is the responsibility of the applicant named above.**

I have received a copy of the **Policy for Use of Rollin Township Facilities**, including the Hold Harmless clause (General, item 11) and agree to abide by this policy. (Initials) _____

Signed: _____ Received by: _____ Date: _____

For Township use only:

Key issued by _____ Key returned on _____ (date) by (initials) _____

Describe any damage: _____

I recommend future requests by the above citizen to use Township property ___ be approved _____ denied based on their care of Township Property.

Signed: Clerk _____ Date: _____

Adopted 6/25/2014; Revised 1/1/2017