

# Charter Township of Chesterfield Meeting Room Reservation Form

Located at 47275 Sugarbush Rd., Chesterfield MI 48047 Ph. # (586)-949-0400/option#5

Activity Date: \_\_\_\_\_ Time from: \_\_\_\_\_ to: \_\_\_\_\_  
(2 hour time limit)

Name of Group: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Address: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Room requested if available: \_\_\_\_\_

Phone(S): \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

All rules and regulations are to be adhered to as outlined:

The Charter Township shall allow limited usage of the Township Board Meeting rooms for non-profit, community based groups and activities. The usage will be confined to the close of the business day at 4:30-9pm. Effective January 1, 2000 activities lasting past 9pm will be charged \$25.00 per hour with a minimum of ½ hour charge. If fees are not paid, the group will not be allowed to use the facility at a future date. Meetings relating to township business are excluded. Arrangements to reserve time blocks for the facility use should be made through the Clerk's Office. A seven day advance notice to allow scheduling and coordination of maintenance personnel is necessary to avoid schedule conflicts. Questionable use will be determined by a meeting of the Facilities Usage Committee. There will be no scheduling for the facility for Friday evenings, Saturdays, Sundays or recognized holidays. The Supervisor will be responsible for providing security/maintenance for any group who does not have the authority to lock the building. **All municipality functions shall govern. If a conflict arises between a municipality function and any such organization with a room reservation approval, the organization will be re-scheduled.**

**The following conditions are mandatory for any scheduled use:**

1. Adult supervision of youth is mandatory.
2. Absolutely no smoking in building.
3. No Alcohol or illicit drugs on premises.
4. No discharge of firearms, fireworks, etc.
5. No weapons allowed on premises, guns, knives, etc.
6. All damages or hazard conditions must be reported immediately.
7. Any and all damages by group will be assumed by group.
8. Parking only in designated area.
9. All tables and chairs will be left orderly, undamaged and returned to the original placement. Light must be turned off.
10. All personal items will be removed after use. Township is not responsible for lost or damaged property
11. If the preceding conditions are not followed, future use will be denied.

*I hereby certify that I agree to the above conditions in order to assume a safe and healthful environment for the Township Center. I also certify that our group is a non-profit community based group.*

**INDEMNIFICATION AGREEMENT:**

The "User" agrees to defend, (including attorney's fees) indemnify, pay on behalf of, and hold harmless the Charter Township of Chesterfield, its elected and appointed officials, employees and volunteers from any and all claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from "the User" by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the use of the Townships facility, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the "the User", or by third parties, or by the agents, servants, employees or factors of any of them.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DPW WORK ORDER REQUIRED? YES / NO \_\_\_\_\_

*Form updated: 01/21/15*