

## EDNA BURTON SENIOR CENTER – BUILDING USE POLICY

FAYE BINDIG, COORDINATOR

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### Facility Rental – General Use

Brandon Township and the Enda Burton Senior Center (EBSC), in an effort to serve it's residents, allows the facility to be reserved on a first come, first served basis regardless of race, sex, creed, or color for functions and activities in conjunction with the following usage policy, rules, and regulations.

Reservations are made through the Senior Center Coordinator. Priority will be given to Brandon Township Residents which includes the Village of Ortonville with seniors and their families having first preference.

The building may be used for private parties, showers, birthdays, anniversary parties, etc. It cannot be used for a business enterprise or for any "for profit" activity.

Persons securing a reservation must be 21 years of age or older and must be present during rental.

The Coordinator's office, computer lab, and library are not included in the rental.

**KEYS:** The key should be picked up the day of the event or on the Friday before the weekend or holiday at the senior center between the hours of 8 AM to 10:30 AM and 12:00 PM to 4:00 PM and returned by 9:00 AM the next business day. The key can also be dropped in the suggestion box in the dining room of the senior center.

If the key is lost or not returned, the EBSC will be re-keyed at the expense of the Securing Party.

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**PAYMENT SCHEDULE:** Full rental payment and damage deposit of \$75.00 must be paid upon reservation. Refunds will be issued 10-14 days after it is determined that no damage occurred.

**CANCELLATIONS:** Securing Party is required to call and cancel if they will not be using the building on the date it is reserved for them. Fees will be refunded as stated:

If the reservations are canceled thirty (30) days or more prior to a scheduled event, the applicant will receive a full refund. If the applicant cancels less than thirty (30) days before the event, the applicant will receive a full refund less a processing fee of \$25.00.

The EBSC reserves the right to cancel any agreement if it finds the signer of the rental agreement has misrepresented themselves or has not met the requirements of the agreement. In all such cases, the applicant will receive a full refund less a processing fee of \$25.00.

If a situation occurs which forces the closing of the facility, such as inclement weather, power outage, etc., the securing party may reschedule for a future date or receive a full refund.

The EBSC reserves the right to refuse a lease at their discretion.

The Brandon Township Board of Trustees may review the Facility Rental – General Use Policy at its discretion and reserves the right to make any changes it deems necessary.

### **Rules and Regulations**

- 1) EBSC facilities shall not be reserved for any activity that may be deemed in conflict with Brandon Township policies, or improper or unsuitable for activities held in a public facility.
- 2) Any form of gambling or game of chance, unless expressly permitted by law

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and subject to the approval and issuance of special permits, is prohibited on the premises.

- 3) The use of any alcoholic beverages, marijuana, or illegal drugs is prohibited on the property. Tobacco usage will be allowed in outside designated areas only. Smoking is not permitted on any of the porches.
- 4) Normal clean up shall be performed by the Securing Party following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in the outside dumpster and cleaning of all counters, cabinets, sinks, appliances, walls, tables, and chairs. The EBSC will provide refuse bags.
- 5) Property of the EBSC shall not be removed from the facility at any time. The TV, VCR, and COMPUTERS are not to be used unless prior approval has been given.
- 6) Groups shall not use, remove, or disturb any supplies, bulletin boards or other items in the building. If the center is decorated for a holiday, the decorations are not to be taken down or removed. Some items may be moved or placed out of sight with advance approval and must be returned to their original location at completion of use.
- 7) Tape or any type of adhesive, nails, tacks, etc. are NOT to be affixed to any wall, ceiling, etc. Writing on glass, windows, mirrors, walls, etc. is strictly prohibited. Taping or hanging anything to any part of the Bingo Board is strictly prohibited.
- 8) Tables and chairs shall not be dragged or thrown and must be replaced in their original configuration following use. It is suggested that you take a picture before you move any tables and chairs.
- 9) Electrical extensions and decorations must be without exposed wires and UL approved. Loose cords must be taped to the floor.

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- 10) All usage of open flames, such as lighted candles and sterno cans, must have prior EBSC approval.
- 11) Groups comprised of individuals under the age of 21 must have adequate and direct supervision at all times.
- 12) EBSC is not responsible for equipment or supplies brought in by groups. Items delivered to EBSC for use by the group will be stored only if advance arrangements are made and space is available. EBSC is not responsible for the condition or quantity of delivered items or items left overnight.
- 13) EBSC is not responsible for damage or theft of person items.
- 14) Groups are responsible for any and all damage, interior or exterior, caused during their occupancy of the building. **Securing Party must provide property supervision at all times.** Damage or loss of EBSC property will be deducted from the damage deposit and/or will be billed directly following usage. Any additional charges levied by management for use or misuses of the facility are final.
- 15) Exterior doors are not to be propped open.
- 16) All state and local licenses or permits necessary to hold the event are the responsibility of the user and must be displayed as required by law, i.e., raffle license.
- 17) Neither the Charter Township of Brandon nor the EBSC assumes nor accepts responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the facility.

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## KITCHEN USE:

1. Pre-cooked and prepared food may be brought in. Please note that there is no stovetop cooking allowed.
2. Use of the kitchen shall include counter tops, sinks, and major appliances (oven, refrigerator, microwave, freezer, steam table, and ice maker). Use of any other items in the kitchen such as utensils, pots and pans are not permitted. Use of the center's kitchen utensils is not permitted.
3. No senior center supplies such as paper plates, napkins, paper towels, etc. are to be used.
4. Any group using the kitchen is required to read and comply with posted Oakland County Health Department rules.
5. As with other areas of the building, the kitchen area must be left clean. all garbage/trash should be placed in the outdoor dumpster immediately after the event.
6. All doors and windows must be secured (locked) and lights turned off upon vacating the building.

### Facility Rental – Fee Structure Policy

#### Class 1 Rentals

Any group directly involved with the EBSC (Example: Classes, township employees, non-profits, Auxiliary Board events, funeral luncheons for Brandon Township Residents, etc.) **NO FEE**

#### Class 2 Rentals

All Brandon and Groveland Township residents including residents of the Village of Ortonville **\$75.00**

#### Class 3 Rentals

All non-residents **\$150.00**

**Class 2 and 3 Rentals are subject to a \$75.00 damage deposit in addition to the rental fee.**

**Note:** Functions must be completed by 11:00PM and the facility cleaned up by 12:00 Midnight.

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**EDNA BURTON SENIOR CENTER  
FACILITY RENTAL APPLICATION**

Please read the General use Policy, Rules, and Regulations and Fee Structure Policy furnished to you before completing this form. The form must be completed in full before a decision regarding use can be made.

Date(s) Requested: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Securing Party: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening/Cell Phone: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ To \_\_\_\_\_ Type of Function: \_\_\_\_\_

**Please Read Waiver Carefully Before Signing Form**

**The undersigned hereby verifies that he/she:**

- Has authority to sign the application for the below named organization,
- Has read the rules and regulations of the EBSC relative to the use of rooms and agrees to all arrangements therein stated,
- Agrees to complete a room inspection both prior to and immediately following use, and also agrees to exercise reasonable care in the use of the EBSC facility and shall return the facility to its original condition and configuration at the conclusion of its use,

I have read, understand, agree and will follow all of the above listed terms and conditions associated with the use of the Edna Burton Senior Center. I hereby agree the premises shall not be used for any illegal purpose or in violation of Local, State, Federal Laws or Ordinance, Police or Fire Regulations. I further agree that I shall be responsible for and shall make payment for any damages, which my party or I may cause to the said facility or equipment. I also further agree to hold the Charter Township of Brandon, its agents and employees harmless for any loss, damage, injury or expense from any suit arising out of or in connections with the use of the EBSC by me or any other person during my period of rental and occupancy. The Securing Party and Group agrees to indemnify and hold harmless Charter Township of Brandon and the EBSC against all expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demand of every kind or nature, including attorney fees, by or on behalf of any person, party or governmental authority pertaining to or arising out of the securing party's use of the leased premises.

Securing Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Drivers License Number: \_\_\_\_\_