



**COMBINED BUILDING USE RULES
PLAINFIELD CHARTER TOWNSHIP
COMMUNITY/SENIOR CENTER & D.W. RICHARDSON PAVILION**

The Center & Pavilion are located at 5255 Grand River Drive, Grand Rapids, MI 49525

VIEWING OF THE COMMUNITY/SENIOR CENTER IS BY APPOINTMENT ONLY!

1. Calendar and Building Use Forms:

- a. **The calendar and registration will be maintained at the Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525, (616) 363-9399. Office hours are Monday – Friday 8:00 to 11:30 a.m. – 12:00 to 4:00 p.m.**
- b. All Building Use Forms must be filled out completely and returned for approval by the Township. The person requesting the use of the Center or Pavilion must be a resident in Plainfield Charter Township.

2. Availability of Community/Senior Center & D.W. Richardson Pavilion:

- a. Northview Senior Citizens will have daytime use of the Center and/or Pavilion from 8:00 a.m. until 4:30 p.m. weekdays.
- b. Center & Pavilion use may be granted to Plainfield Charter Township residents and organizations only by the permission of the Plainfield Charter Township (Board), or their designee. These groups may book the Center and/or Pavilion **after February 1st of the current year. There is a limit of six (6) rentals per year, per resident or group** for rentals of the Center on Friday night through Sunday night.
- c. No space shall be available for rental to commercial organizations or individuals organizations promoting the sale of products.
- d. Any activity or use of the Center or Pavilion, which is or may be detrimental to the neighbors or the general welfare of the Township, is prohibited.

3. Seating Capacity – Community/Senior Center & Pavilion:

- a. Community/Senior Center - Maximum seating of 121 people in the large meeting room.
- b. Community/Senior Center - Maximum seating of 48 people in the kitchen area.
- c. Pavilion - 8 picnic tables that are provided could accommodate around 64. More if weather permits and not all sitting at the same time.

4. Rental Charges: Check, money order or cashier’s checks ARE ACCEPTED. Plainfield Township DOES NOT accept cash or credit card on rentals.

- a. Rental times and rates shall be as follows:

COMMUNITY/SENIOR CENTER & DW RICHARDSON PAVILION –CIRCLE ONE:

Monday - Tuesday	5:00 p.m. – 11:00 p.m.	FREE upon Board Approval
Wednesday - Thursday - Friday	5:00 p.m. – 11:00 p.m.	\$ 100.00
Saturday – Sunday - ALL DAY RENTALS ONLY	10:00 a.m. – 11:00 p.m.	\$ 200.00
DW Richardson Pavilion – ALL DAY SUNDAY ONLY (OCTOBER – APRIL CLOSED)	10:00 a.m. – 10:00 p.m.	\$ 100.00

****YOUR SET UP & TEAR DOWN TIME NEEDS TO BE DONE DURING YOUR RESERVED RENTAL TIME! IF YOUR RENTAL TIME GOES OVER YOUR SCHEDULED TIME, YOU MAY LOSE YOUR DEPOSIT!**

On New Year's Eve, the building may be rented until 1:30 AM. Note: **Alcoholic beverages will not be allowed on the premises.** This regulation includes the Center/Pavilion, the grounds, and the vehicles.

1. **The reservation time period shall include all preparations, activities, clean up and restoration.**
2. **Payment of the rental fee must be paid within 48 hours of the reservation or your reservation will be canceled. Make payment at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. Rental payment should be made by check, money order or cashier's check. Plainfield Township DOES NOT accept cash or credit card on rentals.**
3. No rental fee shall be levied for Plainfield Charter Township official uses or for any official event of the Northview Senior Citizens Group during the above hours or during other times if waived by the (Board).
4. Free Use of the Center and/or Pavilion on Monday and Tuesday may be approved by the Township Board for any individual or group subject to the following conditions:
 - a. The Center and/or Pavilion are not being used for a governmental activity or being used by the Northview Senior Citizens Group.
 - b. These individuals or groups may book the Center and/or Pavilion up to six (6) months in advance.
 - c. The conditions of 4(b) and 4(c) will apply

FACILITY RENTAL REFUNDS:

Rentals will be subject to the following cancellation refund procedures:

1. 50% of rental fee will be refunded with a 1-month cancellation notice.
2. 25% refund will be refunded with a 2 – 4 week cancellation notice.
3. No refund will be given with a notice of thirteen days or less.

5. Damage Deposit (to be made when you pick up the key prior to your rental!):

Damage Deposit (refundable) – Community/Senior Center. A \$200.00 Damage Deposit by separate check or money order must be paid when you PICK UP THE KEY at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. You may pick up a key the day of your rental or the Friday prior to a weekend rental. The damage deposit will be returned if the key is returned and the facility is left in good condition.

Damage Deposit (refundable) – D.W. Richardson Pavilion. A \$100.00 Damage Deposit by separate check or money order must be paid when you pick up the key at Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525. You may pick up a key the day of your rental or the Friday prior to a weekend rental. The damage deposit will be returned if the key is returned and the facility is left in good condition.

- a. You will **not** receive your DAMAGE Deposit back for the following reasons:
 - i. The key is **not** returned.
 - ii. The Center and/or Pavilion are left unsatisfactory.
 - iii. Any damage has occurred to the Center and/or Pavilion as a result of your rental. Any and all damage shall be deducted from the damage deposit. If these costs exceed the amount of the deposit, a bill for the balance will be mailed to the renter who will be required to reimburse Plainfield Charter Township for the costs for damages.
 - iv. You or someone in your party violates the terms of the Rental Agreement.
 - v. Alcohol is used during rental period.

NOTE: Renters must leave the Center and/or Pavilion as they found it. Cleaning for the Center shall consist of sweeping, cleaning tables/counters, removing trash and wiping up any spills. Cleaning for the Pavilion shall consist of cleaning off all picnic tables, removing trash and making sure tables are in place.

- b. An inspection of the Center and/or Pavilion and surrounding area will be made by a Township employee. Upon completion of this inspection, those who have used the Center and/or Pavilion may pick up the deposit after two business days, or the renter will be informed of the applicable damage charges.

6. Supervision:

- a. The user must supply appropriate adult supervision.
- b. The name, address and telephone number of the person responsible must be supplied on the application.
- c. The responsibilities of those using Center and/or Pavilion are as follows:

1. **Pick up and prompt return of the key to Plainfield Township Parks and Recreation Department, 5205 Plainfield Avenue NE, during normal office hours, M-F, 8:00 to 11:30 a.m. – 12:00-3:30 p.m.**

2. **Center users** are responsible for any clean-up necessary to return the rooms, restrooms, and hall to their original conditions (maintenance closet provided). **Pavilion users** are responsible for any clean-up necessary to return the tables and picnic area to its original condition. **Both** are responsible for any playground clean-up that is necessary.

3. Users must provide their own dishes and table service.

4. Playing of the piano in the Center is **not** allowed.

5. Center users must plan for their own arrangement of the furniture. The tables and chairs are to be returned to their original locations. Township employees will not provide set-up or tear down of facility furniture.

6. Users are responsible for any damage to the Center and/or Pavilion, furnishings, and grounds. Users shall inspect the premises at the beginning of the rental time period and if any damage exists, users shall, before use of the building, call the emergency phone number posted at the Community Center and listed below, to report the damage. If no one is available at the time, users shall leave a telephone message at such number. Failure to timely report any damage in the manner described herein shall constitute an admission that the premises were undamaged at the beginning of the rental period.

7. Users shall take care to secure the center after use by properly locking the doors and making sure all windows are closed and locked. All lights and appliances must be shut off.

8. Food and **non-alcoholic** beverages are permitted.

9. **Alcoholic beverages will not be allowed on the premises.** This regulation includes **the** Center and Pavilion, the grounds, and the vehicles. Rental will be terminated and no fees refunded if alcohol is found during the rental period.

10. No smoking will be allowed in the Center.

11. No adhesive materials, scotch tape, nails or tacks will be allowed on the walls in the Center. Please **DO NOT** remove any of the Centers postings and/or decorations. All must be in place as you found them!

12. **Center users** shall collect all garbage into trash bags and disposed of into the trash bin outside the kitchen door. **Pavilion users** shall collect all garbage in the trash bins provided. Any extra trash bags needed are under present bags and extra trash may be placed near trash bins.

13. **Center users** may only use a dust mop during cleaning on the floors. No wet mop is to be used.

14. **No pets** are allowed at or in the center except for service dogs.

7. In Case of Emergency: Call **ONLY** if it is an emergency, Dennis Hatchew at (616) 322-8743.

COMMUNITY CENTER AMENITIES

3 bathrooms available– 1 in large room & 2 in the main hallway

Cleaning Supplies and trash bags – in closet closest to counter area in large meeting room

Large Meeting Room – Capacity: 121

- 16 – 8’ rectangular banquet tables (**in closet**)
- Approx. 114 chairs (**plastic/steel chairs-in large room**)

NOTE: For those of you that may view the Community Center prior to rental, the card tables and padded chairs used during the week day belong to the Northview Seniors and are NOT for rental users.

Small Meeting Room (in kitchen area) – Capacity: 48

- 4 – round tables

Kitchen Area

- Stove, microwave, 2 refrigerators (only 1 available for RENTAL use) other refrigerator is reserved for the Northview Seniors Program.
- Coffee maker available – must bring own filters & coffee

SEWING/CRAFT ROOM – OFF LIMIT TO RENTALS – NORTHVIEW SENIORS PROGRAM

DW RICHARDSON PAVILION AMENITIES

- 8 picnic tables available under the pavilion
- 2 electrical outlets
- 2 charcoal grills
- 3 baseball diamonds (must be reserved separately)
- Basketball courts
- Playground equipment
- Bathroom facilities
- Shuffleboard - Renters must supply their own Shuffleboard Equipment