

Charter Township of Plymouth – Room Use Policy

Purpose:

Meeting Rooms at Plymouth Township Hall are made available to members of Township sponsored groups, non-profit organizations, community service groups, and homeowner associations. Rooms are not available for private social functions, political, or fundraising purposes. No business solicitation is permitted.

Granting an organization permission to use the meeting rooms shall not be interpreted to constitute endorsement of any organization.

General Rules:

- The Township Administration authorizes the use of the rooms and maintains the schedule through the Supervisor's Office.
- Township meetings (Board of Trustees, Planning Commission, Zoning Board of Appeals, and Board of Review) take precedence over all other meetings.
- Meetings that would disturb the daily functions of the Township Hall may not be scheduled.
- Meeting rooms will be available until 9:00 pm Monday through Thursday. Meeting rooms are not available on Fridays or weekends unless approved otherwise.
- Meeting rooms must be reserved at least 72 hours in advance and may not be scheduled more than six (6) months in advance.
- The meeting rooms may only be booked by Township residents, groups, or businesses, unless permitted by the Supervisor's Office.
- A "Request for Meeting Room" form must be completed at the time of the reservation, and shall be submitted to the Supervisor's Office.
- The Township reserves the right to limit a resident, group, or business to one meeting per month in order to accommodate the general demand for use of the meeting rooms.
- In case of cancellation, the resident, group, or business is required to contact the Supervisor's Office as soon as possible so that the building doors can remain locked. Failure to cancel a room reservation can result in denial of future use of the room.

- The Township Audio/Visual system is not available for private use. Please discuss any audio-visual equipment that you may be bringing in with the Supervisor's Office prior to the meeting.
- When room is reserved for after daytime hours, the main doors will open **15 minutes** before the scheduled meeting time and will be locked **15 minutes** after the meeting time in order to ensure a secure environment.
- All residents, groups, and businesses are responsible for their own set up and clean up pre- and post-meeting. **Rooms are to be left as they are found.**
- Food and drink are allowed ONLY in the multi-function room. You must clean up completely at the end of the event.
- Adhering materials or decorations to the walls is forbidden.
- All users will agree to hold the Township harmless from any loss, damage, liability, costs, and/or expense that may arise during or may be caused in any way by such use of the Township facilities.
- Groups including individuals under 18 years of age must include a minimum of two supervising adults.
- The resident, group, or business using the meeting room is responsible for any damage to the room and/or furnishings or any equipment. Repair costs will be paid by the sponsoring individual.
- At the end of each evening, a representative of the Township Police Department will check each room. Future use of the room by the group will be contingent upon the room be left in an "as found" state.
- Room assignments may be altered at the Township's discretion.