

CITY OF CHARLOTTE
COUNCIL POLICY

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1. PURPOSE

The purpose of this policy is to describe the terms and conditions pursuant to which community organizations may utilize the community rooms in City Hall and the West Side Fire Station.

2. AUTHORITY

This policy is adopted pursuant to section 2.1(B)((5)(a) of the Charter of the City of Charlotte.

3. CITY HALL COMMUNITY ROOM POLICY

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This policy establishes guidelines for non-official use of the Charlotte City Hall Community Room. Failure to comply with the provisions of this policy may result in loss of deposit, denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

Use of the Community Room does not constitute endorsement by the City of Charlotte of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

I. Use of the Facilities

Not-for-profit community groups or organizations and governmental entities may be granted a temporary, revocable permission to use the facilities for approved activities at no charge when not needed for official use. However, a fifty dollar (\$50) deposit (payable to the City of Charlotte) is required to reserve the room. This deposit will be refunded if the facilities are left clean and orderly with no damage to the room, furniture or equipment. In order to avoid being charged for prior damage, it must be reported to the City Clerk's Office at the time of occupancy and before room is used.

This meeting room use policy is non-discriminatory. In accordance with the Michigan Public Accommodation Act, this tax-supported facility may be used

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only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

Note: In case of emergency, the City of Charlotte may cancel any approved reservation for use of the facilities; however, we will make every attempt to relocate the group, if there is another City facility available.

II. Meeting Room Capacity

No group shall exceed the room capacity as specified by the Charlotte Fire Department. Maximum occupancy load is 80 persons if the room setup includes both tables and chairs. The maximum occupancy is 171 persons if the setup is chairs only.

III. Applications

Applications must be signed and returned at least seven days before the scheduled meeting is held. The City of Charlotte Clerk's Office must be notified of change of responsible party, addresses and phone numbers.

IV. Supervision and Accountability

Any person requesting the use of the Community Room shall be the responsible party for the group, but the group itself will be held liable for compliance with all provisions contained in the Policy. If the primary responsible party cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The group or organization is responsible for maintaining the orderly conduct of all its speakers, attendees, guests, etc., informing all attendees of the rules by which they must abide, compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.

V. Furniture

Tables and chairs are provided at no charge, and they must be returned to the configuration existing when the group arrived. Under no circumstances shall any tables or chairs be removed from inside the building. Equipment, supplies or

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personal belongings of any group may not be stored in the meeting room or in the building.

VI. Food and Beverages

Food and beverages (non-alcoholic only) are allowed in meeting facilities. However, the room and the kitchen facilities must be left clean or a clean-up fee will be assessed. No cooking is allowed.

VII. Clean-up and Damage

Groups leaving food remnants, dirt, debris or other substances on furniture, counter tops, windows, shades, walls, ceiling or floors will be assessed a clean-up fee of \$50. Groups damaging furniture, carpeting, walls, shades or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party. The compliance checklist (see Appendix A of this policy) must be completed and signed before departure from the facility.

VIII. Liability

The City of Charlotte assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their volunteers; nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Signing the Application for the Use of the Community Room constitutes an agreement to indemnify and hold harmless the City against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The City is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

IX. Decorations and Signage

No decoration, sign, poster, etc. may be attached to any interior or exterior surface of the building. Any display items or visual aids must be easel-mounted or free-standing.

X. Audio Visual Equipment

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There is no audio visual system equipment in the community room, therefore any equipment used must be provided by, and is the sole responsibility of, the group using the facility.

XI. Alcoholic Beverages, Smoking and Weapons

Alcoholic beverages, smoking and weapons are prohibited in the community room or anywhere inside or outside the building.

XII. Reservations and Parking

Meetings may be scheduled from 8:00 a.m. through 9:00 p.m. seven days per week. Clean up and final departure must be accomplished prior to 9:30 p.m. Groups or organizations who incur “No Show” bookings may be denied future use of the room.

All vehicles must be parked in approved parking spaces available on the north and east sides of the building, and in no way may interfere with the emergency operations of the City.

XIII. Restrictions on Use

The meeting room shall not be scheduled for the following:

- a. Events involving noise or loud music interfering with activities in nearby adjacent facilities, or disturbing other users in such areas
- b. Groups or organizations whose size exceeds the occupancy load limit.
- c. Wedding receptions, reunions, parties, graduations, dances, dance classes and celebrations, including such events for City of Charlotte employees.
- d. Any commercial business, fee-based or promotional activity
- e. Any meeting or activity that solicits funds or donations from attendees

Subject to the provisions regarding exercise of First Amendment rights, the City of Charlotte reserves the right to refuse or revoke permission for the use of meeting rooms to any group whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the facilities are located, or of the facilities.

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The City Clerk or his/her designee may grant a waiver of any provision of the above policy in the event of special circumstances. "Special circumstances" shall include the receipt from a Charlotte-based nonprofit organization of a statement attesting to the organization's inability to pay the deposit required in paragraph I in which case the Clerk may waive the deposit.

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APPENDIX A

RULES COMPLIANCE CHECKLIST

Complete all the following steps prior to departure:

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1. Pick up paper, trash and litter in all areas. _____
2. Clean and dry all tables and countertops. _____
3. Clean all chair seats, backs, legs and bases. _____
4. Clean sinks and empty the refrigerator in kitchen area. _____
5. Clean mirrors and surfaces as needed in rest rooms. _____
6. Restore tables and chairs to their original configuration. _____
7. Empty trash by taking bags out to the dumpster. _____
8. Pick up litter left outside the building.

9. Complete this checklist and leave the signed copy in room. _____
10. Leave the property by 9:30 p.m.

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User group name _____ Date _____

Signature of responsible party
Time of Departure

Thank you for your cooperation in maintaining the facilities in excellent condition.

APPLICATION FOR USE OF COMMUNITY ROOM

City of Charlotte
111 E. Lawrence Avenue
Charlotte, Michigan 48813
(517) 543-2750

(Read attached Community Room Policy before completion)

Requested Date: _____ Day of the Week: _____ Start Time: _____ End Time: _____

Organization: _____

Person Responsible: _____

Driver's License Number: _____

Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Purpose of Meeting: _____

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Number of People: _____ (Maximum of 80 persons with tables/chairs and 171 with chairs only.)

Will Refreshments be served? _____ (Group is responsible for setup and cleanup.)

1. Is this group a city of Charlotte organization? ___ Yes ___ No
2. Do the majority of participants live in Charlotte? ___ Yes ___ No
3. Is this group a profit-oriented business concern? ___ Yes ___ No
4. Do attendees pay a fee or donate funds to participate in the meeting? ___ Yes
 ___ No
5. Is this event specifically for the marketing of a product or service? ___ Yes ___
 No
6. Is this meeting open to the public? ___ Yes ___ No
7. Will this meeting be held for fundraising purposes? ___ Yes ___ No
8. Does this event sponsor a particular political party or individual? ___ Yes ___
 No

The applicant agrees to return the facilities to a clean and orderly condition at the end of the activity and pay the cost of repair or replacement of any damage to the facilities or equipment. The City of Charlotte shall not be held responsible for damage or loss of materials used or left in the building, and the applicant agrees to hold the City of Charlotte harmless and blameless for damages to personal property. The applicant certifies that he/she has read the attached Community Room Policy and received a copy, and that he/she fully understands these rules, and his/her responsibilities for compliance.

Date: _____ Signature of Responsible Party:

Staff Witness: _____ Date:

Date of Receipt of \$50 Deposit (Payable to the City of Charlotte): _____

Check Number or Money Order Number: _____ Received by:

DO NOT WRITE BELOW THIS LINE.

Approved: _____

Authorized Signature:

Notified (Date): _____ Date Signed:

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4. WEST SIDE FIRE STATION COMMUNITY ROOM POLICY

CHARLOTTE FIRE DEPARTMENT
WEST SIDE FIRE STATION MEETING ROOM POLICY

This policy establishes guidelines for non-official use of the Charlotte Fire Department Meeting Room. Failure to comply with the provisions of this policy may result in denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

Use of the Fire Department Meeting Room does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

I. Use of the Facilities

Not-for-profit community groups or organizations and governmental entities may be granted a temporary, revocable permission to use the facilities for approved activities at no charge when not needed for official use. However, a \$100 deposit (payable to the City of Charlotte) is required to reserve the room. This deposit will be refunded if the facilities are left clean and orderly with no damage to the room, furniture or equipment. In order to avoid being charged for prior damage, it must be reported to the officer on duty at the time of occupancy and before room is used. No group may use the facilities more often than once per month.

The responsible party must be a resident of and own real property in the City of Charlotte.

This meeting room use policy is non-discriminatory. In accordance with the Michigan Public Accommodation Act, this tax-supported facility may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

Note: In case of emergency, the City of Charlotte may cancel any approved reservation for use of the facilities; however, we will make every attempt to relocate the group, if there is another City facility available.

II. Meeting Room Capacity

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No group shall exceed the room capacity as specified by the Charlotte Fire Department. Maximum occupancy load is 72 persons if the room setup includes both tables and chairs. The maximum occupancy is 100 persons if the setup is chairs only.

III. Applications

Applications must be signed and returned at least 30 days before the scheduled meeting is held. Fire Administration must be notified of change of responsible party, addresses and phone numbers.

IV. Supervision and Accountability

Any person requesting the use of the Meeting Room shall be the responsible party for the group, but the group itself will be held liable for compliance with all provisions contained in the Policy. If the primary responsible party cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The group or organization is responsible for maintaining the orderly conduct of all its speakers, attendees, guests, etc., informing all attendees of the rules by which they must abide, compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.

V. Furniture

Tables and chairs are provided at no charge, and they must be returned to the configuration existing when the group arrived. Under no circumstances shall any tables or chairs be removed from inside the building. Equipment, supplies or personal belongings of any group may not be stored in the meeting room or in the building.

VI. Food and Beverages

Food and beverages (non-alcoholic only) are allowed in meeting facilities. However, the room and the kitchen facilities must be left clean or a clean-up fee will be assessed. No cooking is allowed.

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VII. Clean-up and Damage

Groups leaving food remnants, dirt, debris or other substances on furniture, counter tops, windows, shades, walls, ceiling or floors will be assessed a clean-up fee of \$100. Groups damaging furniture, carpeting, walls, shades or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party. The compliance checklist (see Appendix A of this policy) must be completed and signed before departure from the facility.

VIII. Liability

The Charlotte Fire Department and the City of Charlotte assume no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their volunteers; nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Signing the Application for the Use of the Meeting Room constitutes an agreement to indemnify and hold harmless the City and the Fire Department against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The City and the Fire Department are not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

IX. Decorations and Signage

No decoration, sign, poster, etc. may be attached to any interior or exterior surface of the building. Any display items or visual aids must be easel-mounted or free-standing.

X. Audio Visual Equipment

There is no audio visual system equipment in the meeting room that was purchased at taxpayer expense, and therefore the use of any such equipment is prohibited.

XI. Alcoholic Beverages, Smoking and Weapons

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Alcoholic beverages, smoking and weapons are prohibited in the meeting room or anywhere inside or outside the building.

XII. Reservations and Parking

Meetings may be scheduled from 8:00 a.m. through 9:00 p.m. seven days per week. Clean up and final departure must be accomplished prior to 9:30 p.m. Groups or organizations who incur “No Show” bookings may be denied future use of the room.

All vehicles must be parked near the front entrance on the north and west sides of the building to avoid interference with C.F.D. emergency response operations.

XIII. Restrictions on Use

The meeting room shall not be scheduled for the following:

- f. Events involving noise or loud music interfering with activities in nearby adjacent facilities, or disturbing other users in such areas
- g. Groups or organizations whose size exceeds the occupancy load limit.
- h. Wedding receptions, reunions, parties, graduations, dances, dance classes and celebrations, including such events for Charlotte Fire Department members
- i. Any commercial business, fee-based or promotional activity
- j. Any meeting or activity that solicits funds or donations from attendees
- k. Any event that requires the use of C.F.D. audio-visual equipment

Subject to the provisions regarding exercise of First Amendment rights, the City of Charlotte and/or the Charlotte Fire Department reserves the right to refuse or revoke permission for the use of meeting rooms to any group whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the facilities are located, or of the facilities.

The Fire Chief or his designee may grant a waiver of any provision of the above policy in the event of special circumstances.

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APPENDIX A

RULES COMPLIANCE CHECKLIST

Complete all the following steps prior to departure:

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- 11. Pick up paper, trash and litter in all areas. _____
- 12. Clean and dry all tables and countertops. _____
- 13. Clean all chair seats, backs, legs and bases. _____
- 14. Vacuum all carpet in the meeting room.

- 15. Sweep, then mop, kitchen area, hallway and rest rooms. _____
- 16. Clean sinks and empty the refrigerator in kitchen area. _____
- 17. Clean mirrors and surfaces as needed in rest rooms. _____
- 18. Restore tables and chairs to their original configuration. _____
- 19. Empty trash by taking bags out to the dumpster. _____
- 20. Pick up litter left outside the building.

- 21. Complete this checklist and leave the signed copy in room. _____
- 22. Leave the property by 9:30 p.m.

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User group name _____ Date _____

Signature of responsible party
Time of Departure

Thank you for your cooperation in maintaining the facilities in excellent condition.

APPLICATION FOR USE OF MEETING ROOM

**Charlotte Fire Department
911 West Shepherd Street
Charlotte, Michigan 48813
(517) 543-0241**

(Read attached Meeting Room Policy before completion)

Requested Date: _____ **Day of the Week:** _____ **Start Time:** _____ **End Time:** _____

Organization:

Person Responsible:

Driver's License Number:

Address:

Home Phone: _____ **Business Phone:** _____ **Cell Phone:** _____

Purpose of Meeting:

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Number of People: _____ (Maximum of 72 persons with tables/chairs and 100 with chairs only.)

Will Refreshments be Served? _____ (Group is responsible for setup and cleanup.)

9. Is this group a city of Charlotte organization? ___ Yes ___ No
10. Do the majority of participants live in Charlotte? ___ Yes ___ No
11. Is this group a profit-oriented business concern? ___ Yes ___ No
12. Do attendees pay a fee or donate funds to participate in the meeting? ___ Yes
 ___ No
13. Is this event specifically for the marketing of a product or service? ___ Yes ___
 No
14. Is this meeting open to the public? ___ Yes ___ No
15. Will this meeting be held for fundraising purposes? ___ Yes ___ No
16. Does this event sponsor a particular political party or individual? ___ Yes ___
 No

The applicant agrees to return the facilities to a clean and orderly condition at the end of the activity and pay the cost of repair or replacement of any damage to the facilities or equipment. The Charlotte Fire Department and City of Charlotte shall not be held responsible for damage or loss of materials used or left in the building, and the applicant agrees to hold the Charlotte Fire Department and City of Charlotte harmless and blameless for damages to personal property. The applicant certifies that he/she has read the attached Meeting Room Policy and received a copy, and that he/she fully understands these rules, and his/her responsibilities for compliance.

Date: _____ Signature of Responsible Party:

Staff Witness: _____ Date:

Date of Receipt of \$100 Deposit (Payable to the City of Charlotte):

Check Number or Money Order Number: _____ Received by:

DO NOT WRITE BELOW THIS LINE.

Approved: _____

Authorized Signature:

Notified (Date): _____ Date Signed:

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5. EFFECTIVE DATE

This policy shall become effective upon its approval by the City Council.