



## Charlevoix Conservation District Community Room Policy

### General Rules & Responsibilities

- District programs and conservation partner groups have first priority in booking times for the facility. Other organizations, businesses and resident groups will then have opportunities to book the room thereafter. The room must be reserved in advance, and will be scheduled on a first come, first serve basis. A completed application must be submitted to the District before a reservation is confirmed.
- Set up and clean up are the responsibility of the group using the room. A checklist will be provided and must be completed to receive cleaning refund.
- Rentals are permitted M-F from 5pm-10pm and on the weekends from 9am-10pm. Week day rentals are permitted as long as the room is not occupied by District or District partner events. The meeting/program must be held within the confines of the room and shall not disturb those in the District office, or neighboring houses.
- The facility is available without charge to District conservation partner groups and non-profit organizations for social, cultural and civic purposes.
- The rooms are not available for rental by religious services or partisan political rallies.
- The raising of funds or events in which money is exchanged is not permitted.
- **A Reservation deposit of \$25/hr, \$50/half day (4-6 hrs), or \$75/full day (6+ hrs) is due at the time of booking.** Payment should be made at the time of application. Checks should be made payable to the Charlevoix Conservation District. Credit Cards are not accepted at this time.
- **An additional cleaning & damage deposit is also required at time of rental, \$25 for hourly reservations, \$50 for 1/2 & full day reservations.** This fee will be refunded post-event upon receiving completed rental checklist form & status of room (Applicant is responsible for all damages incurred to the facility during rental. Pending no damages or neglect to cleaning requirements, the deposit will be refunded after rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.)

- A completed rental agreement and reservation deposit must be received before the rental will be booked. The following must be submitted or confirmed prior to the rental:
  - 1.) Rental Application Agreement
  - 2.) Signed Policy & Agreement
  - 3.) Rental & Cleaning Fees Paid in Full
- An adult must be present at all times and be responsible for the supervision of any groups of children under the age of eighteen using the meeting rooms.
- Decorations cannot be pinned, taped or otherwise affixed to the walls, ceilings, windows or tables. Use of candles is prohibited. Please consult with District staff before displaying any decorations, etc.
- Consumption of alcoholic beverages is allowed on a case-by-case basis & must be approved by District staff & board. Applicants can request approval to serve alcohol on the application form. **If approved, certificate of insurance must be provided naming the Charlevoix Conservation District as additionally insured.**
- Failure to abide by the rules stated in this policy may be justification for denying the group further use of the meeting rooms.
- The District is not liable for injuries to people, damage to their property, or loss of property belonging to the individuals or groups using the meeting rooms.
- The person named on the application will be held responsible for any damages caused by the group.
- The District Board of Directors reserves the right to amend these regulations at any time. For good cause, the District Manager may waive any meeting room regulation and may deny or cancel any application for meeting room use.
- Rentals may not exceed occupancy level for the facility area that is being contracted. (Maximum Occupancy: 30)

I/We \_\_\_\_\_ agree to assume personal and individual liability for any damages to the Community Room or equipment occurring through or during the occupancy or use of the facility by the Applicant, and accepts liability for all repairs to the facility or replacement of equipment in the event of damage, or additional charges may be applied.

I/We \_\_\_\_\_ agree to hold harmless the Charlevoix Conservation District, its elected Board of Directors, staff and volunteers from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the Charlevoix Conservation District by reason of any damage to property, personal injury or bodily injury sustained by or in any way connected with the performance of this contract.

## Rental Group Classification

- **A Fee Based Group** is defined as a group whose business purpose is to sell-products or services for enterprise or group is hosting a private function.
- **A Not-for-profit Group** will be defined typically as a 501C3 group that does not meet the definition of a *Fee Based Group* (See Above), whose meetings are free, and open to the public. A Not-for-profit group will have use of the room at no charge during regular District hours.
- A Fee Based Group using the Community Room shall be charged \$25 per hour, or \$50 for half day (4-6 hours), \$75 for full day use (6+ hours). Payment shall be made at the time of application. Checks should be made payable to the Charlevoix Conservation District. Credit cards are not accepted at this time.
- If the meeting room is not cleaned in accordance with the Room Cleaning Checklist and to the satisfaction of the District staff, an additional \$50 fee will be billed to the booking party after the meeting (if additional damage is done, policy regulations may apply).
- The kitchenette is designed for serving refreshments, no meal preparation allowed in Community Room Kitchenette. All appliances used must be cleaned after use (please see checklist). Some items are available for renters to use, please follow checklist for proper clean up of any items borrowed/used. Please inform District staff of any items needing replenishing. The District office Kitchen can be used upon request to store additional food & for stove/oven use. District Staff approval must be permitted upon application.
- Those using the room are responsible for setting up and putting away tables and chairs; for leaving the room, restroom, kitchenette and/or office kitchen and accessible areas in a neat and orderly condition; washing, drying and putting away any serving items used; removing all trash and debris from the building; turning out the lights, and locking the doors before leaving the building.
- For meetings after District hours, keys to the community room must be picked up during regular hours the day of or the day before the date rented, if the District is closed on that day. Keys should be left on the kitchenette counter when meeting is over.
- The Community Room entrance is on the East side of the building, between the District office and barn/garage building. A handicap ramp allows ease of use for all participants.
- No smoking or alcoholic beverages allowed on District premises.
- The person named on the application form will be held ultimately responsible for any damage repair or for any special cleaning charge that is required after use.