



# VAN BUREN TWP COMMUNITY CENTER ROOM RENTAL RESERVATION REQUEST

Date rec'd: \_\_\_\_\_

VBC staff: \_\_\_\_\_

## APPLICATION INFORMATION

Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

## EVENT/RENTAL INFORMATION

Reservation Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
(Note: Rental times include set-up & clean-up)

Event Type (business, party, lecture, etc.): \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Room Requested:

**MAGNOLIA**     **MAPLE**     **MAGNOLIA & MAPLE** (combined)     **CHERRY**

**BLACK BOX THEATER:** \_\_\_\_\_ SOCIAL EVENT    \_\_\_\_\_ LECTURE / MEETING EVENT

**ASPEN:** \_\_\_\_\_ SOCIAL EVENT    \_\_\_\_\_ LECTURE / MEETING EVENT

**GYMNASIUM:** \_\_\_\_\_ FULL COURT    \_\_\_\_\_ HALF COURT

	VBC Member	VBT Resident	Non-Resident	Extra Hourly Rate
<b>Facility Rentals</b>				
<b>3 Hr. Rentals</b>				
<b>Cherry Room</b> (Room Capacity: 25-40) (TELECONFERENCING AVAIL)	\$150	\$175	\$200	1/3 Hourly Rate
<b>*Maple Room</b> (Room Capacity: 25-40)	\$170	\$200	\$250	
<b>Magnolia Room</b> (Room Capacity: 12-25)	\$130	\$150	\$175	
<b>*Maple &amp; Magnolia Rooms</b> (COMBINED) (Rm Capacity: 30-65)	\$250	\$300	\$375	
<b>4 Hr. Rental</b>				
<b>Aspen Room</b> LECTURE SEATING CAPACITY: 170 PEOPLE BANQUET SEATING CAPACITY: o 84 PEOPLE = QTY 12 – 60" ROUND TABLES o 128 PEOPLE = QTY 16 – 8' RECTANGLE TABLES	<b>Black Box Theater</b> LECTURE SEATING CAPACITY: 100-125 BANQUET SEATING CAPACITY: o 56 PEOPLE – QTY 8 – 60" ROUND TABLES o 72 PEOPLE – QTY 9 – 8' RECTANGLE TABLES			
<i>Social Event</i>	\$300	\$350	\$400	1/4 Hourly Rate
<i>Lecture / Meeting Event</i>	\$150	\$175	\$200	
<b>Gymnasium Rentals (HOURLY RATES)</b>				
<i>Gym – Full Court</i>	\$150	\$175	\$200	
<i>Gym – Half Court</i>	\$130	\$150	\$175	
<b>Misc. Fees</b>				
<i>Security Deposit (for damages)</i>	\$50	\$50	\$50	
<i>3% - 3<sup>rd</sup> Party Processing Fee applied to all credit card transactions</i>				
Note: Verified non-profit, 501c3 organizations will receive VBC Member Rate				

**VBC Room Rental Hours:**  
**Mon ~ Fri: 7 am – 7 pm**  
**Sat: 9 am – 5 pm**  
**Sun: 9 am – 1 pm**

**\*Child Watch (Maple Room):**  
 Maple Room is not available during Child Watch hours.  
 Contact VBC for hours.

Room Set-up Style Instructions:  Banquet,  Classroom,  Conference,  Lecture,  Open  
Other: \_\_\_\_\_

Equipment Requests: Table (qty) \_\_\_\_\_, Chairs (qty) \_\_\_\_\_, Projector \_\_\_\_\_, DVD \_\_\_\_\_,  
A/V or Sound Equipment (only available in the Black Box Theater): \_\_\_\_\_

[Table sizes = 60" (5-foot round) (6 ppl), 8-foot rectangular (8 ppl)]

### SECURITY DEPOSIT

I understand that I will have a security deposit for damages, improper clean-up or late check-out billed to my account with Van Buren Township. Upon completion of the rental and a satisfactory inspection by Van Buren Township Community Center (VBC) staff member, the fee will be refunded to the credit card used at the time of rental or via check for cash transactions. If I do not meet the stipulations covered in the General Rules and Responsibilities, listed on this application, I will forgo the refund of the security deposit and pay any additional costs incurred within one week following my rental.

### WAIVER AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, \_\_\_\_\_ (**Name of Renter**) agrees to defend, pay on behalf of, indemnify, and hold harmless the Township of Van Buren, VBC, its elected and appointed officials, employees and volunteers and others working on behalf of VBC and the Township of Van Buren against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from the Township of Van Buren, VBC, its elected officials, employees, volunteers or others working on behalf of the Township of Van Buren, VBC, by reason of personal injury or death and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with this rental.

I also understand that the Township of Van Buren, VBC, its employees, agents or volunteers will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Township of Van Buren for any and all loss incurred by it in repairing or replacing damage to the VBC property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules, and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental on the VBC property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform the VBC in writing at least 14 days prior to the event to reschedule. I also acknowledge within a minimum of 14-calendar day notice, you are given the option to reschedule your event for another date (if the date is available) and assessed a \$25 change date processing fee. Once a reservation is completed and paid for, **NO REFUNDS** allowed.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Complete and return (with valid ID) to:  
Van Buren Twp. - VBC / 46425 Tyler Rd. / Van Buren Twp., MI 48111  
P: (734) 699-8921 / Email: [VBCInfo@vanburen-mi.org](mailto:VBCInfo@vanburen-mi.org)

## ROOM RENTAL – GENERAL RULES & RESPONSIBILITIES

A VBC staff member is available at all times during your scheduled reservation and reserves the right to enter a rental room at any time during an event. It is their responsibility to open and close the facility and ensure that Township policies and procedures are followed by the renter. If an emergency occurs, you must report it immediately to the staff member present.

### **Scheduling/Cancellations:**

- Rental reservations are not confirmed until VBC has received the signed Room Rental Reservation Request form, Room Rental Use Guidelines form, and applicable rental and security deposit fees.
- Once a reservation is confirmed and booked, **NO REFUNDS** allowed.
- Rental fees will be refunded if VBC must cancel the rental due to inclement weather conditions or for other reasons related to the facility's ability to host the rental.

### **Set-up and Clean-up**

- Renter is responsible for the set-up and clean-up of their event, which shall be performed during the approved rental period.
- The facility must be left in the same condition as it was upon arrival.
- Clean-up shall include, but not be limited to: removal of all food, beverages, decorations, displays, equipment, or other materials.
- Report special clean-up needs or spills to staff immediately.
- Damage/clean-up deposits will be forfeited if clean-up policy is not followed.

### **Noise Ordinance**

- Renters may use a personal Bluetooth speaker to play music, however, the music may not interfere with any activity outside of the rented space. Only music suitable for a public facility will be allowed (profane music not allowed).
- Volume must be turned down if requested by the staff member.
- The use of amplified music / speech will be addressed on a case-by-case basis.

### **Responsibility for Damage(s)**

- Renter is responsible for damages to the building, its contents, and grounds due to negligence of the group and/or anyone associated with this reservation.
- Damage fees determined by the Van Buren Township are the responsibility of the Renter.

### **Youth Supervision**

- Children must be supervised at all times; including all areas of the building and outside grounds.
- Children may not be left alone in any area of the facility or outside grounds.
- An adult (18 years or older) must accompany all minors.

### **Prohibited Items**

- Any and all alcohol is prohibited.
- Guns, smoking, and e-cigarettes are not permitted in the facility.
- Candles or any type of open flames, fog machines, bubble machines, pinatas, decoration sprinkles, glitter, confetti, rice, hay, and birdseed are not permitted.
- Decorations of any kind are not allowed to be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
- All outside vendors (ie, balloon artist) must be approved by VBC during the registration process.
- Prepared foods and non-alcoholic drinks are permitted. No sternos allowed in Maple Room, Magnolia Room, Cherry Room, or Gymnasium.
- No food or beverages (other than water) allowed in the Gymnasium.
- Gymnasium rentals are not to be used for private instruction or coaching.
- Facilities are not available for commercial gain. Any on-site sales must have pre-approval.
- Facilities will not be rented for any programs similar to Township offered programs.

### **Reminders**

- Arrive and depart at the approved times.
- No refrigeration or ice available.
- All guests are required to check-in with the Front Desk attendant.
- Groups that run over their agreed rental time may forfeit their security deposit and may be charged additional rental fees.

I have read & understand the above guidelines. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_