

PITTSFIELD CHARTER TOWNSHIP BUILDING USE POLICY

- 1. Statement of Purpose.** The purpose of this document is to inform the public of the guidelines and procedures which govern the use of public meeting spaces in buildings owned or exclusively controlled by Pittsfield Charter Township.

- 2. Policy**
 - 2.1. Intent.** It is the intent of the Pittsfield Charter Township Board of Trustees to make public meeting spaces of Township buildings available to the public. Use of public meeting spaces by community organizations, as an emergency reception center during periods of extreme weather, as a place for engagement between local governmental entities and the public, and other uses which promote civic engagement and community growth, is encouraged, provided the use is consistent with all applicable law and this policy, and presents no additional liability or expense to the Township. This policy is intended to facilitate such use by residents, non-profit organizations, and local units of government.
 - 2.2. Applicability.**
 - 2.2.1. Public Meeting Spaces.** This policy applies to all public meeting spaces within the Pittsfield Township Administration Building at 6201 W. Michigan Avenue and the Pittsfield Township Community Center at 701 W. Ellsworth Road. It does not apply to meeting areas in those buildings which are generally inaccessible to the public, or to areas which are not designed to be used for gatherings of people. This policy does not apply to or authorize the use of any buildings except those named in this Paragraph 2.2.1.
 - 2.2.2. Equal Access for All Individuals and Groups.** This policy shall apply to all groups and individuals applying to use Township buildings.
 - 2.2.3. Exceptions.** This policy does not apply to:
 - 2.2.3.1.** Township officials, employees, agents, boards, and commissions when they are carrying out Township work.
 - 2.2.3.2.** Events sponsored by or financially supported by the Township.
 - 2.2.3.3.** Organizations who are meeting on Township property at the Township's request.
 - 2.2.3.4.** Governmental entities using a Township building for public hearings, meetings with constituents, and/or for the execution of government programs.
 - 2.2.3.5.** Users who have written agreements with the Board of Trustees which address the use of a specific building, or who have been granted permission through the Township's Special Events Permit Application process.
 - 2.2.4.** Other exceptions to this policy may be granted by the Supervisor or designee provided such exception is consistent with all applicable law.
 - 2.2.5. Proposed Use Not Addressed.** The Supervisor or designee shall review and make an appropriate decision for all proposed uses which are not addressed by this Policy.

- 3. Building Use Agreement.**
 - 3.1. Application and Agreement.** Applicants must complete a Building Use Agreement form approved by the Board of Trustees. The completed Agreement shall serve as the application for building use, and must be filed with the Parks and Recreation Office for use of Parks and Recreation buildings, and with the Clerk's Office for all other uses. Blank copies of the Agreement are available at the Parks & Recreation Office, the Clerk's Office, and on the Township's website (www.pittsfield-mi.gov). The Agreement shall include the name and address of the applicant, the date, time, duration, and location of the proposed use, the nature and purpose of the use, the approximate number of people expected to attend the proposed activity, and a statement of understanding that the applicant agrees to accept responsibility for damages and clean-up costs, if necessary.
 - 3.1.1. Review of Application.** The Township shall promptly review each request. The Township may require additional or clarifying information from the Applicant.

3.1.2. Time Frame for Applications. Unless otherwise authorized by the Supervisor or designee, all applications must be made at least 24 hours, but not more than 12 months, before the proposed use. Applications not expressly approved within 14 days of their receipt by the Township, or at any time prior to the proposed use, are deemed rejected.

4. Rules for Use.

4.1. Frequency of Use. No user will be granted permission to use any Township building more frequently than once per month or more than 12 times in any calendar year.

4.2. Purpose of Use. Public meeting spaces may not be used for any commercial purposes, fundraisers, or promotional purposes.

4.3. Fees and Sales. No user may charge admission fees or permit public sales.

4.4. Township Business. No user may interfere with the ability of Township personnel, or with others conducting business with the Township, to enter the facility or otherwise interfere with the conduct of Township business.

4.5. Number of People Present. All users must comply with posted limits on numbers of persons allowed in a given space, per Township fire regulations.

4.6. Signs and Emblems. A sign may be placed on Township property advertising the time and place of an authorized use by an organization, provided that the sign is not larger than 4'x4'. Signs may be in place no more than one (1) hour prior to the scheduled start of the scheduled use, and must be removed promptly at its conclusion. No other signs, emblems, or symbols may be placed on Township property by any group or individual.

4.7. Conduct by Users. All users must be respectful of others and their property, including Township personnel and Township property.

4.8. No Entry into Non-Public Spaces. Users may only enter the spaces approved by the Township and described in the Building Use Agreement.

4.9. Revocation and Denial of Use.

4.9.1. Any Building Use Agreement may be revoked with a minimum of 24 hours' notice to allow the building to be used by the Township for a previously unscheduled meeting of a public body.

4.9.2. Any use which does not comply with all applicable statutes, ordinances, regulations, or this Policy will result in immediate revocation of the Building Use Agreement.

4.9.3. Any user who has previously been responsible for any damage to Township property or has failed to clean up any Township building following an authorized use, may be denied permission to use any Township building, or alternatively, may be granted permission conditioned on obtaining additional insurance, additional security, and/or additional custodial charges.

4.9.4. Any Building Use Agreement may be revoked due to inclement weather or other emergency, or to allow the space to be used as an emergency reception center.

4.10. Liability and Insurance. Authorized users must execute a release of liability for negligence for any damages cause to the user or its property during the time of the use. Authorized users must execute an agreement to guarantee, indemnify, and hold harmless the Township from any liability to third parties for injury caused by the user or any invitees or licensees of the user. Authorized users are liable to the Township for any and all damage to Township property or injuries to Township employees, officers, or agents caused by the user or any of the user's agents, invitees, or licensees, irrespective of whether such damage is the result of negligence, intentional acts, or accident. The Township may, if deemed advisable by the Supervisor or designee, require groups of 30 or more persons to provide evidence of liability insurance available to satisfy the obligations described in this policy, and providing coverage in an amount to be determined by the Township and insuring Pittsfield Charter Township.

4.11. Set Up. Except as provided elsewhere in this Policy, the authorized user is responsible for setting up the meeting place, providing extra chairs in meeting rooms, and supplying such items

as easels, bulletin boards, and other equipment. Equipment such as bulletin boards and chalkboards owned by the Township and located in the approved meeting room may be used by the group. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to Township approval.

4.12. Alcoholic Beverages, Tobacco, and Weapons. Except as otherwise permitted by statute, ordinance, the Township's Park Rules, or the written agreement of the Pittsfield Charter Township Board of Trustees, there shall be no alcoholic beverages served upon, consumed upon, or brought onto Township property. Tobacco use is prohibited in all Township buildings at all times, and Tobacco use in Township parks must be consistent with the Township's Park Rules. Weapons and reproductions of weapons may only be possessed in accordance with all applicable laws.

4.13. Permits. Users are responsible for securing any necessary permits or approvals necessary to effectuate a scheduled use.

4.14. Security and Building Attendant. Each user is responsible for providing any security required by ordinance or the Building Use Agreement. Users may request to use the kitchen facilities at 701 W. Ellsworth in conjunction with the use of a public meeting spaces. In the event that use of the kitchen facilities is approved by the Township, the Township may require, at the user's expense, the presence of a building attendant during the scheduled use. Fees for building attendants may be found in the Township's fee schedule.

4.15. Building Keys. If a building key is provided to the user, a designated representative of the user must sign out the key to the facility during business hours no more than two business days before the scheduled event. Keys shall be provided to authorized users by the Township Clerk's office for uses at 6201 W. Michigan Avenue, and the Parks and Recreation office for uses at 701 W. Ellsworth Road. At the time of receiving the key, the authorized representative must present identification and written acknowledgement of receipt of the key. The key must be returned to the Township the next business day or as directed by the Supervisor or designee. Failure to return a key as required by this policy may result in a \$15.00 late return fee and the responsible person and/or group being assessed the cost of changing locks.

4.16. Food and Drink Prohibited at Morris Hall. With the sole exception of water, food and drink are prohibited in Morris Hall.

5. Implementation Authority: The Supervisor or designee is authorized to implement this policy, prepare forms, and adopt supplemental procedures as necessary to carry out the intent of this policy and address issues as they arise.