

Sharon Township

18010 Pleasant Lake Rd, Manchester, MI 48158

Phone: 734-428-7591 Fax: 734-428-9250

Sharon Township Hall Rental Policy

1. The primary function of the Sharon Township Hall is to provide a gathering/meeting space for the residents of Sharon Township. Sharon Township, through this Township Hall Rental Policy, establishes this Township Hall as a limited public forum subject to the express limitations set forth in this Policy in such a manner that will not disrupt the primary functions of Sharon Township government.
2. The Hall of Sharon Township, to the extent that it is available to the public as a limited public forum, is for use by residents and non-profit groups or organizations with a cultural, educational, or civic purpose. The Township Hall is also available to other government agencies or organizations with whom the township has a partnership.
3. Reservations are not transferable from one individual or group to another.
4. Hall rental hours are Monday through Friday 5:00 p.m. to 10:00 p.m. and Saturday and Sunday 8:00 a.m. to 10:00 p.m. *Excluding normal Township Hall office hours Thursdays from 9:00AM-12:00PM*
5. A rental application, application fee and security deposit must be submitted to secure reservation of the hall. The rental fee is \$100.00 for residents; \$150 for non-residents. A security deposit of \$50.00 is required and will be returned in full if there are no damages or cleaning necessary to the premises. Any damages or cost of cleaning will be deducted from the security deposit. If the security deposit is not adequate to cover damages to the building and/or grounds, those additional expenses will be charged to the individual or organization that signed the rental agreement.
6. The individual or group/organization using the township hall may not charge admission, a fee, or ask for donations.
7. Sharon Township government's use of the Township Hall takes precedence over any other use and the township reserves the right to cancel the use of the Township Hall by an outside organization or individual if the Board of Trustees determines that the meeting space is needed for Township purposes.

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Reservation and Hall Rules

1. Reservations are made on a “first come – first served” basis.
2. Reservations can be made by calling 734-428-7591, or filling out the Rental Agreement online. A *Sharon Township Hall Rental Agreement* is required to be completed and returned with the security deposit to the township offices.
3. The contact person for the group/organization must provide the name of the group, a contact number, mailing address, email address, and intended purpose for using the Hall upon submitting their request.
4. Reservations are for the use of the Township Hall only. **There shall be no entry into the administrative office area at any time.**
5. The kitchenette is for use in conjunction with the Township Hall. Sharon Township does not provide dishes, silverware, table covers, kitchen utensils, paper products etc. You must bring any serving ware you will need for your event. Any items left behind will be discarded.
6. All activities must be under adult supervision.
7. Noise must be kept to a reasonable level and must be in compliance with the Township’s Noise Ordinance
8. Room set up and tear down will be the responsibility of the group/organization using the room. Set up will be done on the day of the event unless other arrangements have been made prior to agreement. Sharon Township is not responsible for lost, stolen, or damaged items that are left unattended.
9. Decorations, posters, or any other materials hung to decorate the room should be done with materials that do not damage the surface to which it is applied. It is the responsibility of the group/organization to ensure that ALL materials/ decorations used are removed and disposed of properly. Nails, tacks, or other materials that may puncture the walls or any part of the interior are prohibited. Foil confetti, table confetti, rice, seeds or other types of small toss-able items cannot be used anywhere on the site. No candles or open flames will be permitted inside the Township Hall. (LED candles are permissible)
10. Renters are responsible for returning the meeting room to its original condition, including removing and disposing of all trash and leaving the premises as clean as it was found.

11. All trash must be bagged and placed in the Trash Bin on the east side of the building.
12. Alcoholic beverages are prohibited on the property.
13. Smoking of any kind, the use of tobacco products, the consumption of alcohol, the consumption of recreational or medicinal cannabis in any form, including edibles and extracts, illegal gambling, are prohibited in the Township Hall.
14. The individual or group/organization using the Township Hall is financially responsible for any damage to Township property, the building, furnishings, and equipment. The individual or group/organization assumes responsibility for all loss, damage, or injury arising from the use of the township hall. **Sharon Township reserves the right to assess a fee to recover costs associated with damaged items.**
15. The Township shall not be responsible and assumes no liability for lost or stolen equipment, personal property, merchandise, money, personal effects, and goods at Township Hall. The safekeeping and protection from theft or damage of all equipment, personal property, merchandise, money, personal effects, and goods on the premises of Township Hall shall be solely the responsibility of the Renter and user of the facility and the owner of the personal money, effects and goods
16. **Violations of any of these rules shall be just cause for immediate removal and termination of rental agreement and the future use of the room by an individual group/ organization to be denied.**
17. The Township Board of Trustees may, for any reason, deny or cancel any reservation of the Township Hall. The Township, at its sole discretion, reserves the right to limit and/or deny requests for meetings, parties, or other events at Township Hall. In reviewing a request, the Township shall consider factors including, but not limited to:(a) the applicant's history of compliance with facility use policies; (b) the conformity of the application to this Policy and all other applicable policies, ordinances, laws, and regulations; (c) whether using the facility as proposed would threaten public health, safety, or welfare, based on factors including but not limited to the ability to manage crowds at the facility, expected public interest, need to maintain order due to expected protests at the event; (d) the consistency of the proposed use with the purposes for which the room is designed and intended, such as but not limited to the size, dimensions and existing furniture, fixtures and equipment in the room; (e) the availability of the room or facility; (e) whether the proposed use would conflict with the administration or needs of, or uses by, the Township government; and (g) any other factor deemed relevant by the Township.