

# WATERTOWN CHARTER TOWNSHIP FACILITIES MANAGEMENT

## GENERAL RENTAL POLICIES

1. A deposit must be paid at the time a reservation is made in order to hold the rental. If making a reservation by telephone the deposit must be received by 5:00pm the following day, unless other arrangements have been made. Full payment of the rental fees must be made at least one week prior to the event.
2. Applications for use of township facilities will be considered on a first-received, first-served basis, with applications being made at the township office during regular business hours and within 12 months of the date requested.
3. A reservation will not be considered final until payment is received.
4. **Cancellation:** two weeks notice must be given in order to receive a refund of a rental deposit.
5. Reservations to minors must be made by an adult (21 years or older), and a sufficient number of adults must be present during the reservation period to assure proper control and orderly conduct of the group.
6. The person making the reservation will be held responsible for the conduct of the group and shall see that the buildings and surrounding grounds are left in a neat, clean, and orderly condition.
7. Reservations will be accepted with the provision that reserved periods are subject to succeeding changes in fees, ordinances, and regulations.
8. Checks shall be made payable to "Watertown Charter Township" for payment of reservations for all parks and facilities. Please note the date, time, and place of reservation on the check.
9. The park and/or facility will not be available until the starting time indicated on your reservation permit.
10. **To receive resident rate, proof of ID must be shown.** If you are not a resident, but have a family member or friend who resides in Watertown Charter Township, you may receive the resident rate ONLY if that resident puts the rental under his/her name and signs the rental agreement with the understanding that he/she is responsible for all conditions state under the rental agreement.
11. To qualify for a full refund of deposit:
  - a. Leave the premises in the same condition that they were in prior to use.
  - b. Complete a facility clean-up checklist.
  - c. If food and/or drink were served, garbage must be placed in the trash receptacles provided.
  - d. Tables must be wiped clean.
12. Portions of the damage deposit may be deducted for clean-up, maintenance, loss of rental, and/or loss of keys (see key agreement) required to restore premises to condition prior to use.
13. Refund checks and security deposits are written on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

14. If you request to have alcohol at your event, it is a requirement that you fill out a special permit application to submit for approval (available at the Township Hall). The minimum liability coverage of \$300,000.00 for each occurrence is mandatory for any event. It is required that you attach a copy of your insurance policy and the date of the event when applying for the special permit. A letter from your agent must accompany your application. When submitting your special permit application, please be aware that all approvals are at the discretion of the Facilities Management.

### **RULES**

1. No alcoholic beverages are permitted without the required permit. Any group without a permit caught with alcohol will lose the security deposit and all future facility privileges may be denied.
2. Hours shall be from 10:00am until Dusk, except with prior approval from the Facilities Management.
3. Noise must be kept to a reasonable limit and shall not impair other activities in the park.
4. Motorized vehicles are restricted to designated roadways and parking areas.
5. Pets shall not be allowed to create a nuisance for other park users. Horses shall be confined to roadways and parking areas.
6. Regularly scheduled league play and ball play have priority over ball field use.
7. Unscheduled groups must give way to reserved groups upon presentation of the receipt issued for restricted ball fields.
8. No camping is permitted in the parks
9. If your group plans on having a fire in the designated fire pit at Heritage Park, you must get written approval from the Facilities Management and a burning permit by calling the Looking Glass Regional Fire Authority at (517) 627-9831.

### **ADDITIONAL RULES FOR WALLACE F. WATT COMMUNITY CENTER (GYM)**

1. Absolutely no slam dunking or hanging on the basketball rims. If your group is caught breaking this rule, future facility use privileges will be denied. Portions of the damage deposit may be deducted for purchase of new backboards and/or rims, or for maintenance to restore equipment, if the equipment and facility are misused.
2. The drop box located next to the Township Hall door which faces Wacousta Road (west) should be used to return the key after hours.