



TOWNSHIP OF RAY

County of Macomb

Board of Trustees
Joseph Jarzyna, Supervisor
Lori Lascoe, Clerk
Doug Stier, Treasurer
Charles Bohm, Trustee
Betty Grader, Trustee

64255 Wolcott Road Ray Township, MI 48096 (586) 749-5171
Fax (586) 749-6190 Website www.raytownship.org

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Ray Township Hall / Facility Use Policy

Township Hall or Facility Use

It is the intent of the Ray Township Board of Trustees to make the hall and park facilities available for use to residents and groups wishing to hold meetings and/or events within the boundaries of the Ray Township building and land. Due to the fact that the outdoor pavilions and ball diamonds are treated differently than the building, each will be addressed separately in the remainder of this document.

A. Township Hall

The portion of the Ray Township Hall commonly referred to as the "Senior Center" will be made available for use by any senior group or senior organization meeting the following criteria:

- a) said senior organization or senior group is a non-profit group or
- b) said organization or group is a government entity and
- c) Ray Township senior residents must make up at least 50% or more of the senior organization's members and
- d) A Ray Township senior resident must agree to be responsible for the group.

The Ray Township Hall will be made available to those senior groups or senior organizations who meet the above criteria on their desired date providing:

- a) No township sponsored activity is scheduled in the building at that time, this includes meetings or activities scheduled by the Senior Department and Recreation Department.
- b) In the event that a township activity or event is scheduled to take place at the same time as a meeting that was previously scheduled by an outside senior organization, every attempt will be made to:
 - 1) advise the senior organization of the needed change in schedule in a timely manner and
 - 2) Reschedule the senior organization's meeting for an alternate, acceptable date and time.

For bingo games, or other charitable gaming.

The Ray Township Hall is not available for gaming purposes.

Food Service

No food shall be prepared in the Ray Township Hall. All food preparation and service issues must be addressed to the Macomb County Health Department and permits must be obtained.

No items containing red dye are permitted in the building.

Ray Township Hall / Facility Use Policy

Fees and Deposits

No fees are to be charged for the use of the Township Hall for senior organizations already utilizing the building, however, a security deposit and/or proof of insurance may be requested by the Township Board at the time of approval.

The senior organization utilizing the facility is responsible for any damages to the carpet and/or building. Any stains caused by spilled beverages on carpet are also your responsibility.

Township Liability

Senior organizations utilizing the facilities shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related cost, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the use of the building as specified in this permit.

It is required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

Ray Township shall not be held responsible for injuries or accidents that occur within the facilities.

Alcoholic Beverages

The Ray Township properties and facilities are drug and alcohol free facilities, therefore the use of drugs or alcohol on or within properties or facilities belonging to Ray Township are strictly prohibited.

Ray Township Hall / Facility Use Policy

B. Ray Township Park/Pavilion Rental

Pavilions located within the township park are available for rent by any person(s) and/or organizations wishing to utilize them, providing they agree to adhere to the following:

A pavilion rental agreement must be filed and approved by the Township Board of Trustees or a person delegated by the Township Board to approve such items.

Rental Fees

Park maintenance fees per pavilion:

Residents – Fee: \$50 (non-refundable) deposit + \$100 (refundable if no damage has occurred or debris is left).

Non-residents – Fee: \$100 (non-refundable) deposit + \$100 (refundable if no damage has occurred or debris is left).

There will be no fees charged to school groups wishing to use the pavilions provided an application is filed and approved by the Ray Township Board or its representative.

The Ray Township Park is a public facility and will remain open to the general public when pavilions are rented.

RULES GOVERNING PAVILION USAGE:

Applicants wishing to rent a pavilion in the park must also agree to adhere to the following rules:

1. No cars or other motorized vehicles shall be permitted around the pavilions. Please use the park lane for parking.
2. You may hang signs and decorations but no nails, staples or duct tape are permitted to be used. Please remove all tacks and tape or a \$25 fee will be deducted from your deposit.
3. Pavilion is available from 9 am until dusk. The Park closes at dusk.
4. Please put trash in receptacles.
5. Each pavilion has 3 picnic tables that accommodate approximately 30 persons.
6. Bring additional tables and chairs if necessary.
7. Permission must be obtained from the Township prior to assembly of tents, canopies and portable restrooms. Request must be made in written format two weeks prior to the rental.

Ray Township Hall / Facility Use Policy

8. Request for a reservation of pavilions can be made one year in advance for residents and begin March 1st for non-residents.
9. Electricity in pavilion #2 is available upon request.
10. No overnight camping is allowed.
11. Refunds of deposits will be issued in emergency situations only.
12. Absolutely no alcoholic beverages or controlled substances are allowed in the park.

Township Liability

Organizations utilizing the facilities shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related cost, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the use of the building as specified in this permit.

If required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

Ray Township cannot be held liable for any personal items and/or equipment left in the park.

C. Softball Fields

The softball fields located within the township park are available for use by any persons and/or organizations wishing to utilize them, providing they agree to adhere to the following:

A softball field use agreement must be filed and approved by the Township Board of Trustees or a person delegated by the Township Board to approve such items.

Rental Fees

Softball fields are made available at no charge to Ray Township residents subject to a team rental agreement.

The softball fields are located within the Ray Township Park which is a public facility and will remain open to the general public when softball diamonds are reserved.

Field upkeep

Ray Township does not drag or chalk the softball diamonds. Anyone wishing to do so must contact the Ray Township office prior to doing so.

Equipment

Ray Township does not stock or supply any bases or other softball diamond supplies. It is the responsibility of the group wishing to reserve the diamonds to provide their own equipment.

RULES GOVERNING SOFTBALL FIELD USAGE:

Applicants wishing to reserve a softball diamond in the park must also agree to adhere to the following rules:

1. No cars or other motorized vehicles shall be permitted around the baseball diamonds (unless they are in a marked parking spot). Please use the park lane for parking.
2. Permit holders are responsible for policing and cleaning the area around the baseball diamonds after use. Bearer of this permit is responsible for any damages incurred by their group.
3. Applicant must have permit in his possession on scheduled day of usage.
4. The park closes at dusk. Therefore, all activity needs to be scheduled to be completed prior to dusk.
5. Permission must be obtained from the Township prior to the assembly of tents, canopies and portable restrooms. Requests must be made in writing two weeks prior to the event.

Ray Township Hall / Facility Use Policy

6. Weekend tournaments are not allowed without prior application and approval by the Ray Township Board of Trustees.
7. Absolutely no alcoholic beverages or controlled substances are allowed in the park.

Township Liability

Organizations utilizing the facilities shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related cost, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the use of the building as specified in this permit.

If required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

Ray Township cannot be held liable for any personal items and/or equipment left in the park.

Adopted: February 1, 2011 by the Ray Township Board of Trustees.

Amended and Adopted: September 19, 2017 by the Ray Township of Trustees.

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2017 PAVILION RENTAL AGREEMENT

NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____

ALTERNATE PHONE: _____

E-MAIL: _____

NAME ON SIGN: _____

DATE	DAY	TIME	PAVILION			APP. # OF PEOPLE
			1	2	3	

FEES: (Fees are charged per pavilion)

PARK MAINTENANCE FEE

(\$50 RESIDENT, \$100 NON-RESIDENT)

REFUNDABLE DEPOSIT (\$100)

TOTAL

.....
Please read the rules governing park usage and sign the acknowledgment on the next page of this document.

- No cars or other motorized vehicles shall be permitted around the pavilions. Please use the park lane for parking which is located on the north side of the building.
- Full payment is due upon request of this permit.
- Permit holders are responsible for policing and cleaning the pavilion after use. Please put trash in receptacles. Any cleaning or maintenance required by the township will be deducted from your deposit.
- Applicant is responsible for any damages incurred by their group.
- Applicant must have permit in his possession on scheduled day of usage.
- Park is closed at dusk. Pavilion is available from 9AM until dusk.

- You may hang signs and decorations but no nails, staples or duct tape is permitted to be used. Please remove all tacks and tape or a \$25 fee will be deducted from your deposit.
- Each pavilion has 3 picnic tables that accommodate approximately 30 persons. Bring additional tables and chairs if necessary.
- Permission must be obtained from the Township prior to assembly of tents, canopies and portable restrooms. Request must be made in a written format two weeks prior to the rental.
- Request for a reservation of pavilions can be made one year in advance for residents and begin March 1st for non-residents.
- Electricity in pavilion #2 is available upon request.
- No overnight camping is allowed.
- Refunds of deposits are issued in emergency situations only.
- Absolutely no alcoholic beverages or controlled substances are allowed in the park.

The holder of this permit shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related costs, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the permit holder's use of the premises specified in this permit.

As holder of this permit, I understand that my deposit refund will be available, if approved, to be returned to me the following month of my reservation.

Insurance – If required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

I have read the above general rules governing the use of all Ray Township pavilions and agree to have my group abide by them.

Signature of Permit Holder _____ Date _____

Approved by _____ Date _____

For Office Use Only:

Rental Fee	Deposit	Total	Check # or Cash Received



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2017 BUILDING USAGE AGREEMENT

ORGANIZATION: _____

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

ALTERNATE PHONE: _____ E-MAIL: _____

<u>DATE:</u>	<u>DAY:</u>	<u>TIME:</u>

Please read the rules governing building usage and sign the acknowledgment on the reverse side of this document.

- Please use the park lane located on the north side of the building for parking.
- Permit holders are responsible for policing and cleaning the building after use. Please put trash in receptacles. Removal of stains on carpet from spilled beverages is your responsibility.
- Permit Applicant is responsible for any damages incurred by their group.
- Applicant must have permit in his possession on scheduled day of usage.
- Absolutely no alcoholic beverages or controlled substances are allowed in the building or grounds.

The holder of this permit shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related costs, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the permit holder's use of the premises specified in this permit.

Insurance – It is required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

I have read the above general rules governing the use of all Ray Township building usage and agree to have my group abide by them.

Signature of Permit Holder _____ Date _____

Approved by _____ Date _____



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2017 SOFTBALL FIELD USE AGREEMENT

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

ALTERNATE PHONE: _____ E-MAIL: _____

DATE	DAY	TIME	DIAMOND #	APP. # OF PEOPLE

Please read the rules governing park and ball diamond usage and sign the acknowledgment on this document.

- No cars or other motorized vehicles shall be permitted around the baseball diamonds. Please use the park lane located on the north side of the building for parking.
- Permit holders are responsible for policing and cleaning the ball diamond and surrounding areas after use. Please put trash in receptacles.
- Permit applicant is responsible for any damages incurred by their group.
- Applicant must have permit in his possession on scheduled day of usage.
- Ball diamonds are available from 9 a.m. until dusk. Park is closed at dusk.
- Permission must be obtained from the Township prior to assembly of tents, canopies and portable restrooms. Request must be made in a written format two weeks prior to the rental.
- Absolutely no alcoholic beverages or controlled substances are allowed in the park.

The holder of this permit shall indemnify, defend and hold harmless the Township, including Township officers, employees and agents, from and against all liabilities, losses, expenses, damages, fines, penalties, claims, suits and actions brought against the Township (including all related costs, actual and reasonable attorney fees and expenses) that result, directly or indirectly from the permit holder's use of the premises specified in this permit.

Insurance – If required by the Township of Ray, the permit holder shall name the Township as an additional insured on any applicable Casualty or Liability Insurance.

I have read the above general rules governing the use of all Ray Township pavilions and agree to have my group abide by them.

Signature of Permit Holder _____ Date _____

Approved by _____ Date _____