



City of Williamston

161 E. Grand River Ave.

Williamston, MI 48895

Community Center Use Form

Organization Name: _____

Organization Address: _____

Responsible Party Name: _____

Responsible Party Daytime Telephone: _____

Purpose of Reservation: _____

Community Center Room Requested: _____ 24 _____ 25 _____ gym

The applicant requests use of the indicated Community Center Room between the hours of _____ a.m./p.m. and _____ a.m./p.m. on the following dates or days (indicate specific dates, i.e. March 15, 2006 or specific days, i.e. the third Tuesday of every month.) A maximum of six months from the date the application is received is allowed. ***Until this form and deposit are received by the City of Williamston room reservation is not guaranteed.***

By signing this form the applicant acknowledges that they are responsible for room/gym fee even if room is not used. To avoid paying fee a 24 hour notice of cancellation is required.

Responsible Party Signature: _____ Date: _____

Entered in Schedule: _____ By: _____

Phone (517) 655-2774

Fax (517) 655-2797

**CITY OF WILLIAMSTON
CITY COUNCIL**

At a Regular Meeting of the City Council of Williamston, Ingham County, Michigan held in the Council Chambers of City Hall, 161 E. Grand River Avenue, Williamston, Michigan on Monday, January 22, 2007 at 7:00 p.m., there were:

PRESENT: Mayor Kenneth Zichi, Mayor Pro-tem Robert Hanna, Council Members Penny Davis, Michelle Hyne, George Monroe, Brian O'Connell, and Scott VanAllsburg.

ABSENT: None.

The following resolution was offered by O'Connell and supported by Davis.

USE OF CITY PROPERTY POLICY

WHEREAS, from time to time the City receives requests to use the City's buildings, municipal parks, parking lots and streets for community activities; and

WHEREAS, the City Council wishes to update the current City Property Use policy,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Any building, municipal park, street or parking lot under the jurisdiction of the City may be available and used by a responsible organization or group of citizens, pursuant to this resolution and subject to the following criteria:
 - A. The activity shall be open to the general public, or the membership of the group.
 - B. The use of City property shall not be granted for any purpose which is prohibited by law.
 2. Use of designated City facilities will be scheduled on a first-come, first-serve basis.
 3. All users, **with the exception of the Senior Citizens' Group, the Food Bank and literacy programs that do not charge participants**, will be charged for City building or room use at the rates indicated on the City of Williamston Rates/Fees/Charges Schedule. Use fees are due at the time a key is checked out or access is otherwise provided.
 4. All users, **with the exception of the Senior Citizens' Group, the Food Bank and literacy programs that do not charge participants**, will be required to provide a refundable security deposit as indicated on the City of Williamston Rates/Fees/Charges Schedule. The security deposit is due at the time a key is checked out or access is otherwise provided. The security deposit will be used to cover the cost to repair damage or for extra clean-up if necessary. If the facility is found to be in acceptable condition after inspection by City staff, the deposit will be refunded. Users who have regularly recurring meetings or events will only be required to provide an initial security deposit, which will be refunded after all of the scheduled meetings or events have occurred unless damage, repair or extra clean-up is required in the interim.
 5. Additional building or room use charges may be incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (Department of Public Works or Police). In such cases, fees will be mutually determined between the requesting parties and the City Manager.
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6. Not more than 365 days prior to the date any such property is needed, the group shall complete, in full, an Application for Permit to Use City Property which contains the following information:
 - A. Date of application.
 - B. Group's name and address.
 - C. Applicant's name, address, daytime telephone number and signature.
 - D. Number of participants residing in the City of Williamston.
 - E. The specific City property requested for use.
 - F. A detailed explanation of the proposed use of the City's property, and plans or diagrams if necessary.
 - G. The cost of admission or fees charged by group (if any).
 - H. The specific date(s) and time(s) requested.
 - I. Approval by City Clerk or appointee for buildings.
 - J. Approval by City Clerk and Police Chief for municipal parks, streets or parking lots.
 - K. The list of Permit Conditions attached to this resolution.
 - L. Any fees for public safety or clean-up costs, such as additional staff or overtime for the Police Department or the Department of Public Works.
 - M. The required deposit amount.
7. The City Clerk or appointee shall review the application for completeness and shall verify that the group is a properly incorporated or organized group. If those criteria are met and the proposed use is reasonable and does not conflict with a previously scheduled permit, the Clerk may approve the application.
8. If the permit application is for use of a municipal park, street or parking lot, then the Clerk shall refer the permit to the Chief of Police for review. The Chief of Police shall review the proposed use and shall list any additional requirements deemed appropriate to ensure public safety or to facilitate the orderly conduct of the organization's activities. The Chief of Police shall submit to the Clerk a recommendation for approval or denial of the application, as well as any additional requirements. Charges may be incurred for use of a municipal park, street or parking lot for extraordinary activities involving prolonged set-up, use and clean-up, and special services (Department of Public Works or Police) associated with major City-wide activities. In such cases, fees will be mutually determined between the requesting parties and the City Manager.
9. The Clerk or appointee shall notify the applicant of the approval or denial of the permit, and any additional requirements submitted by the Chief of Police. The applicant must acknowledge in writing that the group shall comply with all of the conditions required by the Chief of Police.
10. Any applicant aggrieved by the decision of the Chief of Police or the Clerk, may request review of the application and conditions with the City Manager, if made within five (5) days. Upon such request, the City Manager shall consider the application and may affirm or deny the request.
11. An applicant denied a permit after review by the City Manager may request review of the denial by the City Council at the next regularly scheduled meeting. The Council may not revoke any of the conditions required by the Chief of Police to ensure public safety.

12. The following rates and fees are adopted as part of this resolution for the Williamston Community Center located at 201 W. School Street. These rates and fees shall become part of the City's Rates/Fees/Charges Schedule, which is subject to periodic revision. Any changes to the Rates/Fees/Charges Schedule shall supersede the rates listed in this resolution.

The following rates will apply to general sport athletic use by the public, churches, school athletic activities that charge for participation, fitness classes (private or school) that charge a fee for participation and private sector/business usage.

Refundable Deposit	\$50
Gymnasium	\$20 / hour
Gymnasium (6 people or less)	\$10/hour
Senior Center or Senior Activity Room	\$10 / hour
All Other Rooms	\$5 / hour

The following organizations (and like organizations) will be charged the following rates due to their community service activities – Boy Scouts/Girls Scouts/Cub Scouts/Brownies, community children activity groups, Great Parents/Great Starts Program, senior community groups that charge a participation fee (i.e. ballroom dancing).

Refundable Deposit	\$50		
All Other Rooms	\$5 / hour	\$10 / day	\$30 / year

13. Non-profit and private organizations (i.e. homeowners' associations) may use the Williamston Library Annex at 171 E. Grand River Avenue at no charge.

14. No City building may be used as a permanent business location.

VOTE ON THE FOREGOING RESOLUTION AS FOLLOWS:

YES: VanAllsburg, Hanna, Zichi, Hyne, O'Connell, Davis, Monroe.

NO: None.

THIS RESOLUTION DECLARED ADOPTED.

