

# FACILITY RENTAL INFORMATION

## ROOM INFORMATION / RATES

Resident = property taxes are paid to Byron Township.

Non resident = property taxes are NOT paid to Byron Township.

ROOM	SIZE (sq. ft.)	ROOM DIMENSIONS (ft.)	MAXIMUM CAPACITY	RATES (RES / NON)	AFTER HOURS FEE
Room 1 + kitchen	747 sq. ft.	31' x 24'	35	RES: \$25.00 / hour NON: \$37.50 / hour	+\$15.00 / hour
Room 2	1090 sq. ft.	31' x 35'	65	RES: \$15.00 / hour NON: \$22.50 / hour	+\$15.00 / hour
Room 3	898 sq. ft.	31' x 29'	50	RES: \$15.00 / hour NON: \$22.50 / hour	+\$15.00 / hour
Room 1 & 2 + kitchen	1,837 sq. ft.	31' x 59'	100	RES: \$40.00 / hour NON: \$60.00 / hour	+\$15.00 / hour
Room 2 & 3	1,988 sq. ft.	31' x 64'	115	RES: \$30.00 / hour NON: \$45.00 / hour	+\$15.00 / hour
Room 1, 2, & 3 + kitchen	2,515 sq. ft.	31' x 88'	150	RES: \$55.00 / hour NON: \$82.50 / hour	+\$15.00 / hour
Gymnasium (Full Gym)	9,600 sq. ft.	—	200	RES: \$60.00 / hour NON: \$90.00 / hour	—
*Sunday Rentals Grad parties ONLY May—June	Varies	Varies	Varies	RES: \$25.00 / hour / room NON: \$30.00 / hour / room	Rentals only available to book between 1:00pm—6:00pm

## BOOKING / AVAILABILITY

Call the Community Center, stop by, or email Kenzie to check on room availability. We accept rental forms a year (to the exact date) in advance. Emailed rental forms are honored as part of the first come, first serve policy. **Payment is due at the time of booking.**

## RENTAL TIME INFORMATION

- Rental time requested needs to include any time needed to decorate and clean up before/after your event.
- Byron Township Community Center staff will provide, setup, and tear down all tables and chairs before/after rental.
- Saturday rentals can be booked between the hours of 9:00am—9:00pm.
- Weekday rental availability is dependent on our Recreational programming. If we have availability, rooms may only be booked between 3:00pm—9:00pm.
  - Business/Professional meetings can be accommodated prior to 3:00pm. Please contact us for more info.

\*Sundays are only available to book during the months of **May and June** for **graduation open houses** only. We will only book **one** party for the day. Parties may only be booked between the hours of **1:00pm—6:00pm**.

## AFTER HOURS FEE

- The “after hours fee” is in effect:
  - Monday—Thursday: after 8:00pm
  - Friday: after 7:00pm
  - Saturday: after 3:00pm
  - No after hours fee for Sunday OR gym rentals.

## GYMNASIUM

- The gymnasium is **only** rented after hours.
- No food or drinks allowed in the gymnasium.

## WHAT IS ALLOWED?

- Music at a reasonable level.
- Caterer of your choosing.
- Bringing your own tables and/or chairs.
- Decorations on the walls when used with a clean-removing adhesive. **Damaging tape, thumbtacks, and staples are not permitted.**
- Decorations can be hung from the ceilings by string or another non-damaging method.
- Signs outside the rooms, or in the yard of the community center, are allowed the day of the event.
- Grilling outside on the sidewalk is okay; renter is responsible for their own equipment and supplies.
- Usage of the West-side doors.
- Usage of the Kitchen only comes with Room 1.
- Adding additional time or space to an existing rental, if availability allows it. Please contact Kenzie, if you wish to do so.

## WHAT IS NOT ALLOWED?

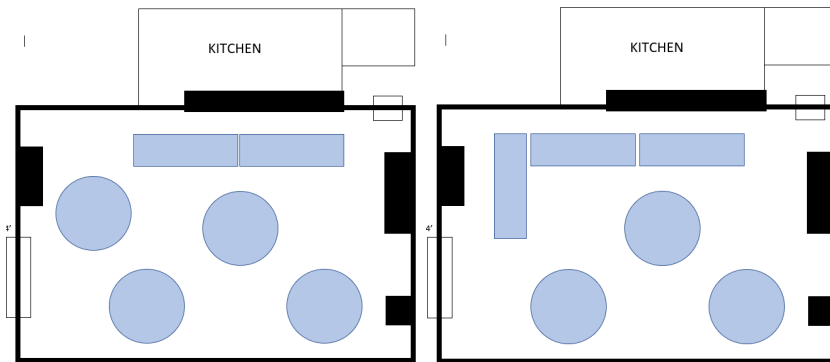
- Guests are NOT permitted to access the fitness facility or the gymnasium. Guests are only to leave the multipurpose rooms to use the restrooms located at the bottom of the stairs.
- Alcohol and tobacco are not permitted on Township Property.
- Food, drink, and balloons are not to leave the multipurpose rooms.
- Early arrivals and late departures are not permitted. This includes any caterers.
- No open flame candles or fog machines.
- Thumb tacks, staples, and damaging tapes or adhesives.
- Glitter, table scatterings, and confetti are not permitted.
- Fruit drink bases are not permitted, due to staining when spilled.

# FACILITY RENTAL INFORMATION

## MORE INFORMATION / REMINDERS

- Room 1 is the **only** room that comes with kitchen access.
- Byron Township Community Center staff will set up all tables and chairs before/after rentals.
- The renter is responsible for any and all belongings and trash. The renter must clean up any messes made and sweep floors, as needed.
- Garbage cans, garbage bags, brooms, & dust pans are provided for cleanup. All garbage must be taken out to the dumpsters (located out front of the Community Center) at the end of the rental.
- **Round tables are used for seating.** Rectangles are used for food, gifts, decorations, etc.
- Tables can seat 6-8 chairs comfortably.

Community Center staff will set up/tear down all tables and chairs, supply garbage cans, bags, broom/dust pan, and any cleaning products you may need to clean a mess. However, the renter is responsible for cleaning up after their event and leaving the room exactly how it was found.



**ROOM 1 LAYOUT 1**  
Max capacity: 32 chairs

**ROOM 1 LAYOUT 2**  
Max capacity: 24 chairs

## ROOM LAYOUT INFORMATION

Room Layouts listed are for reference only. The renter will receive an email the week leading up to the event with setup details/requests.

The layouts are designed to maximize capacity while providing adequate space within each room. Room layouts are **not** customizable. However, the renter may move and rearrange tables and chairs as desired when they arrive for their rental.

- Round tables—5 ft in diameter (60in)
- Rectangle tables—8ft in length (96in)

**MEETINGS:** Renters that are hosting meetings will be able to specifically request a customized setup. Please speak with Kenzie directly about your layout needs.

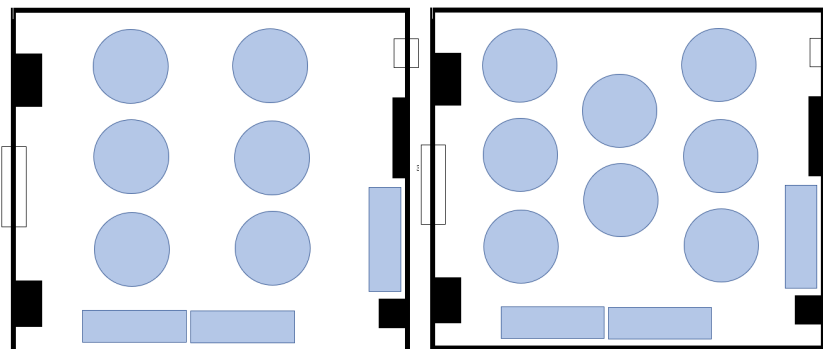
## THE RENTAL PROCESS

Once you have checked availability, you will return the rental form to Kenzie. You may stop in to the Community Center and pick up/fill out a form during any of our operating hours. **OR** you may email a completed form (pdf, jpeg, png formats accepted) to Kenzie at [kenzie@byrontownship.org](mailto:kenzie@byrontownship.org)

If you would like to come view the space, please contact the Community Center to make sure the space is available for you to view. During the week, we have classes and programs that occupy the space.

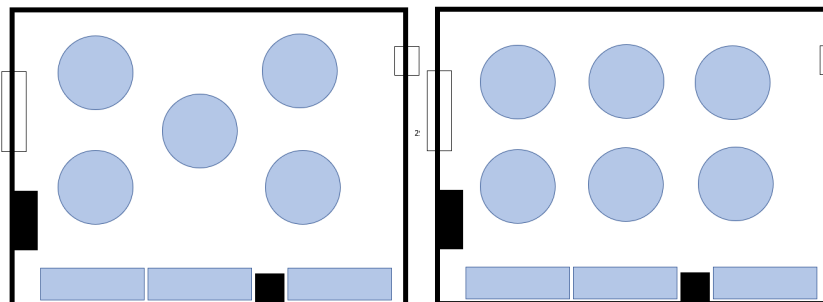
Once the form is received, it will be booked, and the applicant will receive an invoice. If you are booking in person, you will see the invoice, approve charges, and pay at that time. If you are booking via email, you will receive an invoice via email, approve charges by the due date (2-3 days), and then receive a receipt via email.

The week leading up to your event, renter will receive an email with reminders and layout information. Please contact Kenzie with any questions, comments, or concerns.



**ROOM 2 LAYOUT 1**  
Max capacity: 48 chairs

**ROOM 2 LAYOUT 2**  
Max capacity: 64 chairs



**ROOM 3 LAYOUT 1**  
Max capacity: 40 chairs

**ROOM 3 LAYOUT 2**  
Max capacity: 48 chairs

# FACILITY RENTAL FORM

## GENERAL INFORMATION:

Organization:

Today's Date:

Applicant's Name:

Date of Birth:

Address:

City/State/ZIP:

Property Taxes Paid To:

Phone:

Email:

## RENTAL INFORMATION:

Rental Date:

Start Time:

End Time:

Type of Event:

Approx. # of Guests:

## ROOM INFORMATION:

### SINGLE ROOMS

ROOM 1 + KITCHEN

ROOM 2

ROOM 3

### COUPLED ROOMS

ROOM 1 & 2 + KITCHEN

ROOM 2 & 3

ROOM 1, 2, & 3 + KITCHEN

### GYMNASIUM

FULL GYMNASIUM

HALF GYMNASIUM

## WHAT TO EXPECT:

1. Once a rental has been processed the applicant will receive a facility rental invoice/receipt.
2. A week prior to the rental, applicant will receive a reminder email about their rental room/date/time. This email will include room layout information.
3. No early arrivals or late departures are permitted.
4. On the day of the rental, the renter must check in at the front desk.

I have received, read, understand, and agree to comply with Byron Township Community Center rules and regulations on the use of the facility. I hereby fully release and discharge Byron Township, its officers, agents, and employees from any and all claims from injury including death, damage, or loss, which may be alleged to have arisen out of, or in connection with the above facility rental.

Date:

## CREDIT CARD INFORMATION:

Credit Card #:

Expiration Date:

Cardholder Name:

CCV:

Address:

City/State/Zip:

**REFUND POLICY:** 50% with 4+ weeks notice | 25% with 2-4 weeks notice | 0% with less than 2 weeks notice