

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 11:00am—5:00pm

BOOKING / AVAILABILITY

Call the Community Center, stop by, or email Dakota to check on room availability. We accept rental forms a year (to the exact date) in advance. Payment is due at the time of booking.

RENTAL TIME / AFTER HOURS

- Rental time requested needs to include any time needed to decorate and clean up before/after your event.
- Byron Township Community Center staff will 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 **11:00am—5:00pm**.
- 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 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.
- Table scatterings and confetti are okay, but must be cleaned up.
- 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 Dakota, 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.

FACILITY RENTAL INFORMATION

ROOM LAYOUT

After a rental is processed, the applicant will be able to choose from the following layout options based on the rooms that have been reserved. 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. If renting multiple rooms, applicant must select a layout for each room.



Round tables—5 ft in diameter (60in)

Rectangle tables—8ft in length (96in)



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.
- Garbage cans, garbage bags, brooms, & dust pans are provided for cleanup. All garbage must be taken out to the dumpsters (located out from of the Community Center).
- Round tables are used for seating. Rectangles are used for food, gifts, decorations, etc.
- Tables can seat up to 8 chairs comfortably, but we will provide more as requested.



ROOM 1 LAYOUTS

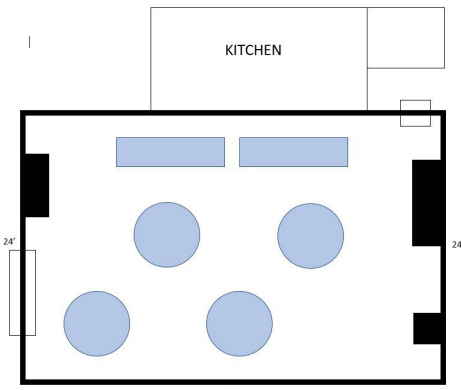
-  ROOM 1 LAYOUT 1
Max capacity: 32 chairs
-  ROOM 1 LAYOUT 2
Max capacity: 24 chairs

ROOM 2 LAYOUTS

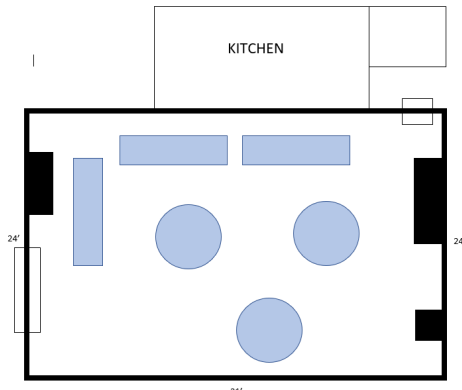
-  ROOM 2 LAYOUT 1
Max capacity: 48 chairs
-  ROOM 2 LAYOUT 2
Max capacity: 64 chairs

ROOM 3 LAYOUTS

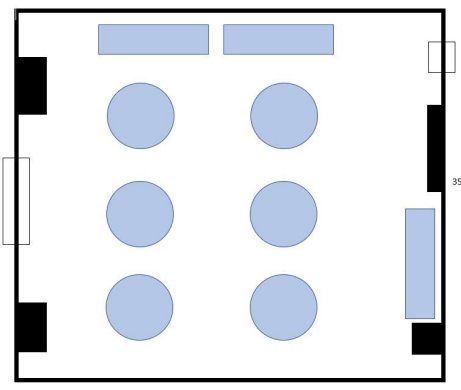
-  ROOM 3 LAYOUT 1
Max capacity: 40 chairs
-  ROOM 3 LAYOUT 2
Max capacity: 48 chairs



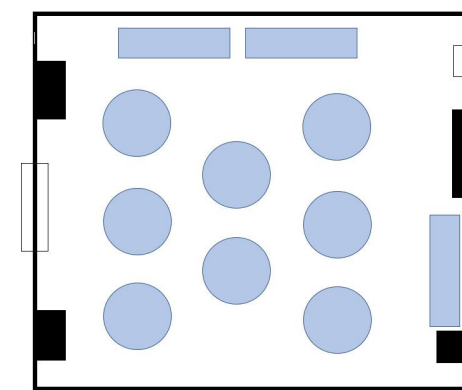
ROOM 1 LAYOUT 1



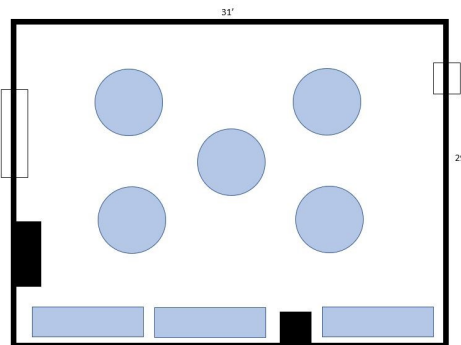
ROOM 1 LAYOUT 2



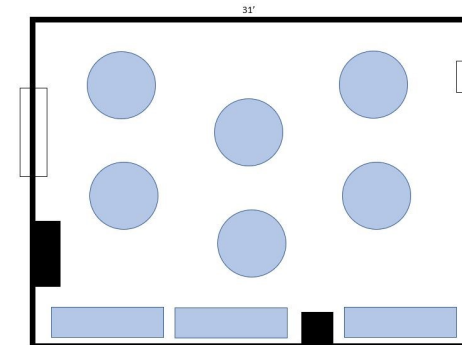
ROOM 2 LAYOUT 1



ROOM 2 LAYOUT 2



ROOM 3 LAYOUT 1



ROOM 3 LAYOUT 2

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 requests for your event (see pg. 2 for layouts). If a setup is not indicated, Community Center staff will setup a layout best suited for your event.
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.

X

Date:

CREDIT CARD INFORMATION:

Credit Card #:

Expiration Date:

Cardholder Name:

CCV:

Address:

City/State/Zip: