

**RESERVATION INFORMATION**  
**BROWNSTOWN COMMUNITY CENTER**  
**(734) 675-0920**

**RENTAL HOURS:**      MON - THURS.      8:00 AM TO 10:00 PM  
    FRI. AND SAT.      8:00 AM TO 12:00 AM  
    SUNDAY              8:00 AM TO 10:00 PM

**OFFICE HOURS:**      MON - FRIDAY      8:00 AM TO 5:30 PM

**RESERVATIONS:**      MUST BE MADE IN PERSON AT THE COMMUNITY CENTER. ALL RENTAL FEES ARE DUE IN FULL THIRTY (30) DAYS PRIOR TO THE RENTAL DATE

<b><u>HALL FEES:</u></b>	<b><u>RESIDENT</u></b>	<b><u>NON-RESIDENT</u></b>	<b><u>CAPACITY</u>(tables/chairs)</b>
<b>HALLS A or B or C</b>	<b><u>\$225 FRI-SUN</u></b>	<b><u>\$275 FRI-SUN</u></b>	<b><u>80-RECT.</u></b>
	<b><u>\$125 MON-THUR</u></b>	<b><u>\$175 MON-THUR</u></b>	<b><u>64-ROUND</u></b>
<b>HALLS AB or BC</b>	<b><u>\$325 FRI-SUN</u></b>	<b><u>\$375 FRI-SUN</u></b>	<b><u>160-RECT.</u></b>
	<b><u>\$225 MON-THUR</u></b>	<b><u>\$275 MON-THUR</u></b>	<b><u>128-ROUND</u></b>
<b>HALLS ABC</b>	<b><u>\$425 FRI-SUN</u></b>	<b><u>\$475 FRI-SUN</u></b>	<b><u>240-RECT.</u></b>
	<b><u>\$325 MON-THUR</u></b>	<b><u>\$375 MON-THUR</u></b>	<b><u>192-ROUND</u></b>
<b>HALLS ABCD (K)</b> Includes Kitchen	<b><u>\$625 FRI-SUN</u></b>	<b><u>\$775 FRI-SUN</u></b>	<b><u>320-RECT.</u></b>
	<b><u>\$525 MON-THUR</u></b>	<b><u>\$675 MON-THUR</u></b>	<b><u>240-ROUND</u></b>
<b>HALL CD</b>	<b><u>\$325 FRI-SUN</u></b>	<b><u>\$375 FRI-SUN</u></b>	<b><u>128-RECT</u></b>
	<b><u>\$225 MON-THUR</u></b>	<b><u>\$275 MON-THUR</u></b>	<b><u>96-ROUND</u></b>
<b>HALL D</b>	<b><u>\$125 FRI-SUN</u></b>	<b><u>\$175 FRI-SUN</u></b>	<b><u>48-RECT.</u></b>
	<b><u>\$ 75 MON-THUR</u></b>	<b><u>\$125 MON-THUR</u></b>	<b><u>32-ROUND</u></b>
<b>HALL E or F</b>	<b><u>\$175 FRI-SUN</u></b>	<b><u>\$225 FRI-SUN</u></b>	<b><u>64-RECT.</u></b>
	<b><u>\$100 MON-THUR</u></b>	<b><u>\$150 MON-THUR</u></b>	<b><u>32-ROUND</u></b>
<b>HALL EF</b>	<b><u>\$275 FRI-SUN</u></b>	<b><u>\$325 FRI-SUN</u></b>	<b><u>128-RECT.</u></b>
	<b><u>\$175 MON-THUR</u></b>	<b><u>\$225 MON-THUR</u></b>	<b><u>96-ROUND</u></b>

**\*(CAPACITY WILL VARY WHEN HAVING DANCE FLOOR OR SIDE TABLES)**

<b>KITCHEN</b>	<b>\$150</b>	<b>\$250</b>
<b>CLEAN UP SERVICES</b>	<b>\$250</b>	<b>\$250</b>
<b>ADDITIONAL HOURS HOURLY RATE</b>	<b>\$30 (resident)</b>	<b>\$50 (non-resident)</b>

\*RENTAL FEES ARE FOR UP TO EIGHT (8) CONSECUTIVE HOURS. ADDITIONAL HOURS MAY BE ADDED FOR AN ADDITIONAL FEE. ADDITIONAL HOURS MUST BE PURCHASED (30) DAYS PRIOR TO RENTAL DATE. NO HOURS MAY BE ADDED THE DAY OF RENTAL.

**SECURITY DEPOSIT** SECURITY DEPOSIT FOR (1) ROOM RENTAL IS \$100; SECURITY DEPOSIT FOR (2) OR MORE ROOMS IS \$250

**CANCELLATION:** IF RENTAL IS CANCELED SIX (6) MONTHS PRIOR TO THE EVENT, ALL FEES WILL BE REFUNDED. ALL CANCELLATIONS LESS THAN SIX (6) MONTHS PRIOR TO THE EVENT WILL FORFEIT ALL FEES UNLESS APPROVED BY OFFICE STAFF.

**BROWNSTOWN TOWNSHIP**  
**COMMUNITY CENTER REGULATIONS**

- Reservations for use of the Community Center must be made by an adult, age 21 or over. It will be the responsibility of the reserving party to ensure that discipline and building regulations are enforced. Failure to adhere to building regulations may result in termination of rental.
- The fees set forth shall be payable thirty (30) days prior to the event.
- In addition to rental fees, a hall security deposit shall be mandatory from all individuals and organizations upon application. These security deposits must be paid in full at the time of application. Applications submitted without payment of deposits shall not secure rental dates and will not be accepted. Such deposit shall be forfeited for that particular date, we will refund your deposit in full. Such deposit may also be used for expenses due to damage or breakage to the building or equipment.
- All persons using the Community Center must wear shoes and shirts when in the building.
- Applications for reserving the Community Center must be made in person at the Recreation Department.
- Such activities shall be limited to building Fire Code capacities.
- Groups planning to serve refreshments or food or who need special arrangements must include this information at the time of application and only such articles as requested and approved at the time of application will be considered management responsibility.
- Following each such event, an inspection of the halls/Community Center shall be made by staff at which time it shall be determined whether any damage has been done to the building and/or its contents. If there has been such damage or if extraordinary expenses are incurred, all or a portion of the deposit may be used; thereafter, such deposit or remaining portion of the deposit will be returned.
- At the discretion of the management, an additional charge may be assessed whenever the building is kept open beyond normal operating hours.
- Rental rates are for a period of no more than eight (8) consecutive hours. Additional hours may be reserved at least **30 days prior to rental date, for an additional hourly fee.**

**The following general rules will be strictly enforced:**

- Reservations for use of the Community Center will be on a first come first serve basis.
- Groups using the Communiyt Center shall place all waste materials within the containers provided and remove liners to the dumpsters at the conclusion of the rental.
- If the facility is not left in good condition, booking privileges may be discontinued.
- Groups or individuals making the reservations shall be responsible for all damages to the building, furniture, fixtures, and equipment.
- All participants in such events shall conduct themselves in a socially acceptable manner. The Township may terminate any use of the Center if any participants conduct themselves in a socially unacceptable manner. The Township reserves the right to refuse the use of the Community Center to any individual or group that intends to engage in conduct that includes the use of any sexually oriented material, pictures, movies or performances by any applicant or their guests.
- The Recreation Department will set up the hall with the appropriate number of tables and chairs at no additional charge. Set-up of any additional equipment is the responsibility of the renter.
- Clean-up is the responsibility of the renter. Hall clean-up includes removal of all decorations and tablecloths, placing all refuse into containers provided and emptying containers into the dumpster. Building should be left in the same condition that it was found.
- If Kitchen is rented by a licenced food caterer all equipment must be cleaned. This would include washing out sinks, warming oven, counter tops, etc. No food may be left in the refrigerator. Sweep debris from floors and mop up any and all spills.
- Any and all deliveries (and pick-ups, unless otherwise arranged) to the Community Center, unless special arrangements have been made, must be on the date of rental during the hours secured.
- All tables must be covered by plastic or cloth tablecloths for all rentals.
- No doors shall be propped open at any time.
- Tables and chairs are not to be moved to the outside at any time.
- No decorations shall be affixed to the ceiling, above light fixtures or beams.
- Decorations, signs, banners, etc. shall be affixed by Masking Tape only! **No Invisible Tape or Duct Tape.**
- Any special requests from any Township recognized organization or individual must be placed in front of the Recreation Commission for its review.