

**APPLICATION FOR USE OF  
BIRMINGHAM TOWNSHIP  
CONFERENCE ROOM**

1. Date \_\_\_\_\_ Time \_\_\_\_\_

2. Purpose of use: (describe function and estimate number of people)

\_\_\_\_\_  
\_\_\_\_\_

3. Name of organization

\_\_\_\_\_

4. Address of organization

\_\_\_\_\_

5. Responsible agent and address

\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

6. Description of type and purpose of organization \_\_\_\_\_

\_\_\_\_\_

7. Any special requests related to the use \_\_\_\_\_

\_\_\_\_\_

8. Responsible Agent Signature \_\_\_\_\_

9. ACTION TAKEN BY TOWNSHIP \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BIRMINGHAM TOWNSHIP MUNICIPAL BUILDING CONFERENCE ROOM USE POLICY**

Birmingham Township Homeowners' Associations or Civic Associations may use the Large Conference Room when available. Priority for use of the Conference Room will be given to Township Boards and Committees. The use by Township Boards and Committees will have precedent over any other use and that other use would be subject to cancellation if a Township meeting must be scheduled. Use of the Conference Room to organizations based outside of the Township is prohibited. All scheduling will be done through the Township Office. No use which, in the judgment of the Township Office, could cause damage to Township property or disruption of Township operations shall be permitted. The use by any organization shall not imply that Birmingham Township, either directly or indirectly, believes in or subscribes to the philosophy of that organization.

Rules governing the use of the Conference Room in the Municipal Building shall include but not be limited to the following:

1. Smoking is prohibited in the Municipal Building.
2. Use of alcoholic beverages or drugs is prohibited.
3. There shall be no serving of food or beverages without prior approval of the Township Office.
4. Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
5. Township personnel shall not be responsible for arranging any room or providing any furniture other than that already available in the room.
6. Room use shall be for meeting only.
7. The room shall be returned to the same condition as it was found, including appropriate clean-up and restoration of chairs/tables to their original configuration and removal of trash.
8. Groups shall not exceed the occupancy load for the Conference Room.
9. There shall be a \$10.00 deposit placed for the key to the Municipal Building.
10. No regularly scheduled periodic meetings shall be permitted.
11. The Conference Room shall be available until 10 PM, Monday through Friday.

The Township Office shall have the authority to promulgate additional rules and regulations.

*I have read and understand the rules and policies governing the use of the Birmingham Municipal Building and, as the responsible agent, accept both personally and for my organization full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Birmingham from any and all claims for damages or injury relating to the requested use except those that are directly caused by negligence on the part of the Township.*

Date: \_\_\_\_\_

Responsible Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_