



USAGE POLICY

I. GENERAL ADMITTANCE

A. Residents:

1. Either Village or Township resident can use Park Place without a fee;
 - a. for general socialization, during open hours if no meetings or events are being held.

B. Activity Groups:

1. The leader (which must be a Village or Township resident) of an activity group can obtain a key card to admit the group into the building.
2. The leader of the group must sign the use agreement.
3. The activity must be added to the Park Place calendar reservation schedule.
4. Activity groups may store supplies in a storage bin provided.

C. Local Non-Profit Use: (Defined as a group whose function is to benefit the people of Pentwater.)

1. Local Non-Profits use of Business or General Sections of Park Place for meetings:
 - a. Dependent upon availability and marked on calendar reservation schedule before use.
 - b. Groups must sign user agreement.
 - c. If kitchen is used to serve catered lunch as part of a non-exclusive use meeting a \$25.00 clean-up fee for groups up to 50 and \$50.00 fee for over 50 people will be applied. This fee may be waived per approval of Village Manager after clean-up verification.
 - d. Clean up must follow the check list provided and verified.

D. Local Non-Profit main purpose of use of Park Place to hold Fund-Raising Event:

1. Requiring exclusive use of entire building, including use of kitchen, a cleanup fee of \$50.00 will be applied for groups up to 50 and \$100.00 for groups of more than 50.

II. CONFERENCE/EVENT/PRIVATE USE

- A. Park Place can be rented for private parties or events by responsible adult or an out of area group or business.
- B. Proof of General Liability Insurance naming Park Place/Village of Pentwater and Pentwater Township as additionally insured.
- C. Base Rental Rate starts at \$350.00. (Hours TBD)
- D. Extra fees TBD for set-up, take down, use of audio-visual equipment and kitchen will be applied.
- E. Residents of Pentwater receive a 50% discount.
- F. Family of a resident who has passed, can reserve Park Place for a Memorial free of charge.
 1. Use of Kitchen will require a \$50.00 clean up fee.

IV. PAID CLASSES

- A. Entrepreneurs who would like to teach a paid class, can do so as an independent contractor
 1. Instructor must sign usage agreement and provide General Liability Insurance w/endorsement to policy showing Village of Pentwater/ Park Place and Pentwater Township insured.
 3. Flat payment or split fee required.
 4. Residency is not required.

V. BUSINESS ROOM USE

- Residents or visitors can use the business section which provides: Secure Wi-Fi, coffee and restroom.
1. Printer fee 0.10 per page.
 2. \$10.00 per hour fee will be charged for business use.
 3. Use and reservation must be scheduled on Park Place calendar.