

COMMUNITY ROOM RULES AND REGULATIONS
Fire Station #2
8150 Center Road

Peninsula Township owns and operates a public meeting room at fire station #2, located at 8150 Center Road, Traverse City, Michigan. The meeting room has a capacity of 75 people. The meeting room is available for use free of charge to Township residents and civic groups for meetings, bake sales, and craft classes. Other uses or events need to be approved by the Supervisor, Clerk, or Treasurer.

SMOKING AND ALCOHOL USE ARE NOT ALLOWED
BUILDING HOURS ARE FROM 7:00 A.M. - 11:00 P.M.

The following rules shall apply to individuals or groups using the meeting room:

1. Do not affix items to the walls or ceiling. NO EXCEPTIONS.
2. Turn off all interior lighting when you leave.
3. Clean floors after each use.
4. Remove trash when you leave (anything brought in by you leaves with you.)
5. Close and lock doors and windows.
6. Turn down heat to 55 degrees.
7. If you use the refrigerator, remove all items when you leave.
8. Return and stack chairs on the chair cart.
9. Clean and stack tables on the table cart.
10. Do not block entrance door to the apparatus bay and fire exits with tables or chairs.

Any items in need of repair should be reported to the Peninsula Township Office by calling (231) 223-7322 or noted when the door key is returned. You or your group may be charged a cleaning fee and you may not be able to use the meeting room in the future if you do not follow these rules.

To reserve the meeting room, call the Peninsula Township Office Manager at (231) 223-7322.

By signing below, I agreed to abide by the above rules and regulations.

Signature

Organization name

Date