

Peninsula Township Station 2 Meeting Room

Peninsula Township owns and operates a public meeting room at fire station #2 located at 8150 Center Road. The meeting room is available for use free of charge to township residents and civic groups for meetings. Other uses or if you need to reserve the room longer than three months in a row you will need pre-approval of Peninsula Township Fire Board prior to the room's use. A letter of intention must be submitted to the Board Members for the consideration at a regularly scheduled Fire Board Meeting if the use of the meeting room is not listed in the activities above. The meeting room has the capacity of 75 people. Smoking and alcohol use inside the building is prohibited. To reserve the meeting room, call the Peninsula Township Office at (231) 223-7322.

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

1. The meeting room must be cleaned after each use; the floors shall be swept and mopped if needed.
2. Trash will be removed and disposed of by the users of the meeting room. Any items brought in must leave with you.
3. All doors and windows shall be closed and locked before you leave.
4. Heat should be turned down 65 degrees in the winter before you leave.
5. If the refrigerator is used all items must be removed when you leave.
6. Chairs must be returned and stacked in the chair cart.
7. Tables must be cleaned and stacked against the wall.
8. All interior lighting shall be turned off when you leave.

Entrance door to the apparatus bay and fire exits shall at no time be blocked by chairs, tables, or other objects.

Any items that are found in need of repair should be reported to the Peninsula Township Office when returning the key. If something is found broke after hours you can contact Peninsula Township Fire Department at (231)223-4443.

Name or Group reserving the room: _____

Date Reserving for and how long: _____

Phone number to be contacted at: _____

Address of person or Group reserving room: _____

Signature of person picking up key and stating all above information is correct

_____ Date _____