



VILLAGE OF MANCHESTER

912 CITY ROAD P.O. BOX 485
MANCHESTER, MI 45818
(734) 428-7877 FAX: (734) 428-1877
WWW.VIL-MANCHESTER.ORG

MUNICIPAL BUILDING RESERVATION INFORMATION

The Municipal building meeting rooms are available for reservation by local, non-profit, civic groups that serve the community for meeting purposes. No commercial, fundraising, religious or promotional activities are allowed in the Village Hall.

Only non-profit civic organizations that are located in or function in Manchester Village are permitted to use the meeting rooms. Such use must not interfere with Village government functions, operations and business.

- 1) Permission to use a Village facility is limited to the rooms located on the lower level of the Village Hall named as: Village Room and Conference Room LL (lower level).

- Room capacity: Village Room holds maximum of 50; Conference Room LL holds maximum of 10-12 persons.

Hours available for reservation are: Monday, Tuesday, Wednesday and Friday, 8:00 am to 9:00 pm; Thursday and Saturday, 8:00 am to 4:00 pm. The municipal building is not available for use on Sundays.

- 2) Reservations are on a first-come, first-serve basis.
- 3) One request per application should be submitted at least one (1) week in advance of the first day needed. The request may be for multiple dates limited as described in Item #4 below.
- 4) Reservation requests may be submitted to the Village of Manchester six (6) months ahead of planned use. Recurring events may be scheduled up to six (6) months out.
- 5) Applicants will be notified within three (3) business days of receipt as to whether the room is available for use on the dates requested. The reservation is not confirmed until the reservation application form is received completed, received and approved by the Village.
- 6) It is the applicant's responsibility to cancel reservations in a timely manner by contacting the Village offices. Failure to cancel may result in loss of building privileges.
- 7) All meetings must end NO LATER than time indicated in Item #1. The exterior doors to the Village hall will be locked at 8 pm on Monday, Tuesday, Wednesday, and Friday and at 4:00 pm on Thursday and Saturday.
- 8) The applicant shall be responsible for the proper use of the facilities by all participants for the entire reservation period, but not limited to the following:
 - proper and orderly behavior shall be maintained
 - damage made to the facilities or equipment during the time of use shall be the financial responsibility of the applicant
 - removal, changes or revisions of property within the facilities without prior approval from the Village Council is not allowed
 - the facility must be left clean and neat, and should not require any special work or repairs above normal maintenance duties
 - exterior doors shall not be propped open at anytime

- 9) No admission fee can be collected for any event. No commercial, fund raising, or promotional activities are allowed
- 10) In the event the Village of Manchester Offices are closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period. In such an event, users shall be solely responsible for notifying event participants.
- 11) Food and/or beverages may be served and consumed only if approval is granted in advance of the event. Alcoholic beverages are strictly prohibited.
- 12) The group/user may use the tables and chairs that are owned by the Village and located in the approved meeting room. All other equipment or furniture must be supplied by the group/user.
- 13) No outside signage for the meeting is allowed. Nothing is to be taped to the walls or exterior doors.
- 14) No animals are allowed except for Manchester District Library events with animals.
- 15) After use of the room, the group/user shall be responsible for returning the meeting room to its original condition and configuration, including:
 - Folding and storing of tables and chairs in Village Room
 - Ensuring that the counter and sink are wiped clean, if used
 - All trash is bagged up and placed in dumpster located at back of building
 - Carpet is vacuumed

A vacuum cleaner will be provided and is located in the Village Room.

- 16) Village of Manchester reserves the right to revoke permission for use of its facilities or to reschedule activities within the government center when necessary.
- 17) The Village reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.