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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** February 12, 2025

**AGENDA ITEM TOPIC:** Senior/Community Center Rental Packet – Review & Approval

Number of Supporting Documents: **3 – Rental Packet, Application, Key Instr**

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### **Requested Action**

**Requesting first reading of all documents pertaining to the Senior/Community Rental Process as provided in the packet: Facility Information Packet, Rental Application, and the Key Instructions.**

Note: The second reading and request for approval will be at the March 4, 2025 meeting.

### **Background**

Since we opened the Community Center up to event use, I have been working with the Senior Director to come up with a workable solution that allows the public to use the facility, but ensures that no extra work on her part needs to be done first thing Monday morning in order for the Seniors to use the facility.

The primary use of the building is Seniors only (55+), Monday – Friday – 9AM-4PM. After 4PM on weekdays, and on the weekends, the building is available for use and rented through Parks & Recreation. *As a side note, the Pickleball Courts are advertised for these same hours in order for the Senior Center to have primary use of the courts during their open hours.*

I have not specifically advertised the use of the building, but word of mouth seems to be enough to keep a steady flow of people requesting use. Even without access to the kitchen facilities, folks are willing to host showers, birthday parties, and celebrations of life. What this Rental Packet allows for is a single document giving users a lot of the information I answer on a daily basis. Since I'm a one woman show, it also provides staff a resource to share when I am not available to respond to questions, and can be posted to our website as a downloadable PDF.

This document has been reviewed by the Senior Director, Director of Accounting, and our Township Attorney. Any comments/edits/additions, should be directed to me at [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us). This will be brought back to Township Board for a 2<sup>nd</sup> reading/adoption at the March 4, 2025 meeting and incorporated in the Park & Recreation Policies & Procedures.

