

Senior/Community Center Rental – Facility Information

Introduction

The Hamburg Senior/Community Center building is available for use to Hamburg Township taxpayers (residents or businesses), local non-profit organizations, or employees only. Applicants wishing to reserve a park or schedule a special event must be 18 years of age or older. The rates for use are outlined in the Hamburg Township Administrative Fee Schedule which can be found in Part II, Appendix A of the Code of Ordinances. This link will take you to the main page. [https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

This chart is an excerpt for easy reference and rates effective 7/2/24.

Meetings/Classes	Non-Profit Rate	Profit Rate	Max Hours
Daily	\$10.00	\$25.00	Per 3 hour use
Daily add'l	\$10.00	\$15.00	Rate per 1 hour use after first 3 hours
Annual	\$120.00	N/A	Per 3 hour use for scheduled meetings
Event Use	Hourly Rate first 4 hrs	Hourly rate thereafter	Rates are calculated daily
Party/Shower, etc.	\$50.00	\$35.00	Must be Hamburg Resident
<i>Applicant is required to submit proof of Insurance or Homeowners Policy and is responsible for the event liability.</i>			

The Township reserves the right to deny a rental or special event application based on the applicant's past rental history, such as damaging Township property, non-payment, and not following Township rules and regulations. The Township may also deny an application upon notice that an applicant has been convicted of malicious destruction of property or disorderly intoxication, or is listed on the state's sex offender registry.

Facility & Amenities

Senior Center

The Hamburg Senior/Community Center is used exclusively for Senior Center activities Monday-Friday, 9AM – 4PM. Anyone who is 55+ years who is interested in learning more about joining and having access to their services and activities, can find information on our website. This link will take you to the main page for the Senior Center: https://www.hamburg.mi.us/resident/seniors_senior_community_center/index.php

Community Center

After 4PM during the week and on the weekends until 11:30 p.m., the building is available for public use for a charge (see above). The use is scheduled by the Parks Department and the use calendar can be seen on our website from Senior Home page, and Community Center Event Calendar tab. This link will take you to the Building Use Calendar: https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_calendar_of_reserved_use_days.php

Reservations are made through an application process, and reservations can only be held for a 1-week period without payment. Application, Rules & Regulations, and Contact information for questions can be found from the Building Use Policy and Forms tab from the Senior Home page. This link will take you there: https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_policy_and_forms.php

Available Space

There is one large interior room available for use, which is approximately 1,200 sq.ft. and is lined with large windows which overlook the outdoor patio. Capacity for room is 150, and will seat approximately 100 comfortably. There are accessible doors for both entry to the building, as well as to access the patio. Access to both the interior room and patio is available to the applicant, and are not split into separate rentals at this time.

Other than the restrooms, lobby area of the building, and the outdoor patio, all other areas of the Senior/Community Center building, including the kitchen, are reserved for Senior Center activities and access only.

Outdoor patio is accessible through two accessible doors from the multi-purpose room on the left and right of the TV. **Doors can be unlocked with the same key that unlocks the building, but must be relocked before you leave.**

Available Amenities

We do have limited inventory (stored available for the applicant's use as follows:

- 6 round tables
 - Seats 6
 - 60" Round tablecloth fits
 - On wheels, easy set-up
- 8 Rectangle tables
 - Six-foot length
 - On wheels, easy set-up
- 70 chairs
 - With arms
- 40 chairs
 - Without arms
- 19 Rectangle tables
 - Six-foot length
 - No Wheels (folding – these are stored in small closet)
- Smart TV with HTML capability
- Free Wi-Fi
- Access to full-room speaker system
- Outdoor furniture is available seasonally

There is no access to the kitchen, and no use allowed of any Senior Center owned equipment without the express permission of the Township Board and/or Senior Center Director.

All items used must be returned as you find it and Senior/Community Center Checklist must be completed and returned with key. Diagram and Pictures posted in the storage room:



Patio



Please be sure to put umbrellas down before you leave, or during your use if the winds pick up. Bringing supplies to clean the table is recommended, however, there will be a cart left in the furnace room with cleaning supply essentials. Water from bathroom or spicket out front.



Garbage

Cans and garbage bags (liners) are supplied and must be emptied by the user. All garbage must be deposited into the dumpster outside the main building near the shed and in front of the Pickleball area. Please put clean liners in the cans when you empty them. Extra supplies can be found on the supply cart in the furnace room where inventory is kept.

Wi-Fi

The Senior/Community Center has Wi-Fi which is available for public use. There is no password required at this time.

Kitchen

There is no public access to the kitchen, or any of the appliances/equipment in the common areas. Please bring everything you need for your event, including drinking water and ice.

No Smoking or Alcohol

There is no smoking or vaping allowed inside the building, and if done outside, all debris must be disposed of safely and properly. The Township Parks and Building policies strictly prohibit alcohol, glass containers, and other flammable materials.

Other Area Rental Facilities

American Legion - alpinckney419@gmail.com

Masonic Temple - <https://livingston76.com/rental-information>

People's Church - <https://peoplesefc.ccbchurch.com/goto/forms/389/responses/new>

Whispering Pines - <https://www.whisperingpinesgolfandbanquets.com/>

Shalom Church - <https://www.shalomlife.org/building-use.html>

Hamburg Township Museum - <https://hamburgmuseum.org/>

Hamburg Township Library - <https://www.hamburglibrary.org/meetingroom.html>

Senior/Community Center Checklist

Item:	Yes	No	Applicant Comments:	Staff Comments:
INDOORS:				
Furniture moved back to original position as shown on diagram				
All trash taken to dumpster				
All floors swept and damp mopped if needed-broom and mop are located on a janitor cart in the furnace room				
Tables wiped down				
Empty trash in bathroom				
Check to make sure all audio/visual equipment is turned off and remotes put back on mantel				
If you have unplugged the coffee makers make sure they are plugged back in and turned off				
Check to determine that all exterior doors are shut and locked				
Check that all lights are turned off (security lights above desk will remain on – Decorations remain on a timer)				
Lock front door and set alarm. Deposit key and checklist in Township drop box				
OUTDOORS:				
Umbrellas on patio closed				
Outdoor furniture moved back to original position as shown on diagram				
Outdoor tables wiped down				
All trash removed and taken to dumpster				

Name of User _____ Date of Use _____

Signature of User _____ Date _____

Staff/Inspector Signature _____ Date _____

Storage/Furnace Room



All items should be placed back into the furnace room in this manner to keep pathways clear. **If staff is required to tear-down, re-arrange, or clean items used during an event, or if any damage is noted, some or all of any security deposit may be retained, or additional charges may be invoiced to responsible party.** The Checklist form must be completed, signed, and returned with the key. No deposits will be returned unless this paperwork is submitted.

Facility Photos



One large space is available for rent, and can be broken into two smaller areas with a divider. Square Footage is approx. 1,200 square feet and Maximum Capacity of Room is 150.



Special Events such as Showers, Holiday Parties, or Celebrations of Life can be accommodated, however, there is no access to the kitchen facilities. No utility sinks and/or equipment such as coffee pots or refrigerators are available for public use. Seats 100 comfortably

There is a Dollar Store and a nearby Kroger, along with a number of stores at the Chilson Commons mall, for last minute or forgotten items.



The round tables in the room should be returned to their original location at the completion of every event in this configuration.

A supplied cleaning cart is available for renters to use and we appreciate you leaving the room clean and tidy for the next users. All garbage should be emptied and bags can be thrown out in the dumpster which is located in the fenced in area at the front of the building.

