

**Rules for using the William K. Smith Community Center (WKSCC)  
27005 S Milford Rd • South Lyon MI 48178**

The primary purpose of the WKSCC is for the use of the Lyon Township Community. Priority will be given to the needs of the Lyon Township government agencies, including the Township Government, Fire Department, and Public Library. The next priority goes to the community groups that meet in an ongoing basis at the WKSCC, and finally, Lyon Township residents looking to use the facility for private parties, etc. WKSCC may not be used to sell or to promote the sale of goods or services. Religious services are not allowed, however religious book clubs or discussion groups would be considered a community group. The facility may not be used for political campaigning of any kind.

A \$100.00 deposit (by check made out to the Lyon Township Public Library) is required for use of the WKSCC for community groups, meetings, private parties, receptions, and showers. **It is required that the person reserving the WKSCC is a resident of Lyon Township and that person will be responsible for cleaning and securing the premises after use. Failure to do so will result in forfeiture of the deposit. The Fire Marshall allows for a maximum of fifty (50) persons in the facility.**

**SCHEDULING THE FACILITY**

- Schedule the WKSCC by visiting the library or by telephone at (248) 437-8800 during library hours.
- Reservations are first come - first serve. Two small groups may be required to divide the room.
- The facility is available from 10:00 AM until 8:00 PM Monday - Thursday; from 12:00 – 5:00 PM Friday and Saturday, and from 12:00 – 4:00 PM on Sunday. Failure to vacate the premises on time may result in forfeiture of your deposit.
- Please notify the library as soon as possible if you decide to cancel your booking.

**USE OF THE FACILITY**

- Bring with you all tablecloths, coverings, decorations, scissors, tape, tableware etc. that are necessary for your event. Confetti and glitter of any sort are not allowed for decorating.
- Cover the tables with paper or plastic before using them for food or crafts.
- Do not use tape or pins on walls, doors, ceilings or and other painted surfaces.
- In the kitchen, you may use the refrigerator/freezer, the microwave oven, sink and stovetop. Food may only be warmed and served as the Oakland County Health Department forbids the actual preparation of meals in the facility.
- Alcohol, smoking, the use of candles, fireworks, gambling, weapons, and illegal activities are all prohibited in and around the WKSCC.
- There is an emergency button over the sink in the kitchen. Using the button will summon the police. You may be fined for activating the button for a non-emergency.
- Swimming, boating, and fishing in Lake Angela are not permitted from the WKSCC or Library frontage.
- Animals, other than those accompanying the disabled, or approved for programming purposes, are not allowed in the WKSCC.
- The consumption of red pop or juice is prohibited.
- Please bring your own dish towels if you need them.

**CLEANING UP THE FACILITY**

- Remove your trash upon leaving. Replacement trash bags are in the drawer next to the refrigerator – please leave the trash cans clean for the next user!
- Please do not leave any food or ice in the refrigerator/freezer.
- Wash and put away any dishes/utensils used.
- Wipe off tables and chairs. There is a cleaning solution underneath the sink.
- Return tables to the location they were found and stack all chairs in chair dollies.
- Make sure all lights are out in the WKSCC - including the restroom lights.
- Make sure that all windows are closed and outside doors are locked before leaving the site.

**INDEMNIFICATION AGREEMENT**

For \_\_\_\_\_ agrees to defend, indemnify and hold harmless the Lyon Township Public Library/ Lyon Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Lyon Township Public Library/ Lyon Township by reason or damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost or expense if caused in whole or in part by the negligence of \_\_\_\_\_, Lyon Township Public Library/ Lyon Township, or by third parties, or by the agents, servants, employees or factors of any of them.

**I agree to the above rules and regulations of the William K. Smith Community Center (WKSCC). I understand that if I do not abide by the above rules, damage the premises or its contents and furnishing, or leave the room in a manner that requires an additional call to the cleaning service I will forfeit my \$100 deposit.**

Name \_\_\_\_\_

Date \_\_\_\_\_