

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	1 of 6

1. PURPOSE

The purpose of this policy is to describe the terms and conditions pursuant to which a governmental unit may utilize the City of Charlotte Armory.

2. AUTHORITY

This policy is adopted pursuant to section 2.1(B)(5)(a) of the Charter of the City of Charlotte.

3. DPW ARMORY USE POLICY

This policy establishes guidelines for use of the Armory building for approved group activities and/or storage of property by outside entities. Failure to comply with the provisions of this policy may result in loss or denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facility.

I. Use of the Facility

Local or County government entities may be granted temporary, revocable permission to use the building for approved activities at no charge when not needed for official use. However, a fair market monthly rental rate will be charged for stored governmental equipment. Rate per square foot being used for storage will be calculated by the annual operating costs of the facility.

II. Applications

Request for use must be given to the Director of the Public Works at least seven days before the scheduled use. The Director of Public Works must be notified of change of responsible party, address and phone numbers.

III. Supervision and Accountability

Any person requesting the use of the Armory shall be the responsible party for the group, but the group itself will be held liable for compliance with all provisions contained in the Policy. If the primary responsible party cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The responsible party listed on the application will be held

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	2 of 6

responsible for maintaining the orderly conduct of all its attendees, informing all attendees of the rules by which they must abide, and for any damage to the facility and its constants. Only authorized personnel shall have access to the Armory building and certain restricted areas shall remain off-limits.

IV. Furniture

Tables and chairs are provided at no charge, and they must be returned to the configuration existing when the group arrived. Equipment, supplies, or personal belongings of any group may not be stored in building before or after the use.

V. Food and Beverages

Food and beverages (non-alcoholic) are allowed in Armory. However, the room must be left clean. No cooking is allowed. All trash must be removed by user at the conclusion of the day.

VI. Clean-up and Damage

Groups leaving food remnants, dirt, debris, or other substances on furniture, counter tops, windows, shades, walls, ceiling or floors will be assessed a minimum clean-up fee of \$50. Groups damaging furniture, carpeting, walls, shades or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party. The compliance checklist (see Appendix A of this policy) must be completed and signed before departure from the facility.

VII. Liability

The City of Charlotte assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, their volunteers; nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Signing the Application for the Use of Armory constitutes an agreement to indemnify and hold harmless the City against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The City is not responsible for theft or damage. An organization that has been approved for rental storage space must provide their own insurance for the stored property.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	3 of 6

VIII. Audio Visual Equipment

There is no audio-visual system equipment in the Armory building, therefore any equipment used must be provided by, is the sole responsibility of, the group using the facility.

IX. Alcoholic Beverages, Smoking and Weapons

Alcoholic beverages, smoking and weapons are prohibited in the Armory or anywhere outside the building. An exception to weapons possession prohibition applies to the Charlotte Police Department and their employees.

X. Reservations and Parking

General governmental use may be scheduled from 8:00 a.m. through 5:00 p.m. Monday through Friday unless otherwise approved by the Director of Public Works. Police Department related use may extend past 5:00 p.m. provided clean up and final departure prior to 9:30 p.m.

All vehicles must be parked in approved parking spaces available on the north and east sides of the building, and in no way may interfere with the operations of the City. The overhead door on the south side of the building shall not be blocked at any time.

Approved storage of property shall be permitted in whole month increments, not greater than 12 cumulative months. Invoices shall be sent monthly.

XI. Restrictions on Use

The Armory building shall not be scheduled for the following:

- a. Non-governmental organizations.
- b. Civic or non-profit groups.
- c. Any commercial business, fee-based or promotional activity.
- d. Any meeting or activity that solicits funds or donations from attendees.
- e. Any activity that conflicts with local zoning laws.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	4 of 6

APPENDIX A

RULES COMPLIANCE CHECKLIST

Complete all the following steps prior to departure:

1. Pick up paper, trash and litter in all areas. _____
2. Clean and dry all tables and countertops. _____
3. Clean all chair seats, backs, legs and bases. _____
4. Restore tables and chairs to their original configuration. _____
5. Empty trash cans and take bags with you. _____
6. Pick up litter left outside the building. _____
7. Return a signed copy of checklist to the DPW at
City Hall or the DPW Garage. _____

User group name _____ Date _____

Signature of responsible party

Time of Departure

Thank you for your cooperation in maintaining the facility in excellent condition.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	5 of 6

APPLICATION FOR USE OF ARMORY BUILDING

City of Charlotte
Department of Public Works
111 E. Lawrence Avenue
Charlotte, Michigan 48813
(517) 543-8858

(Read attached Armory Use Policy before completion)

Requested Date: _____ Day of the Week: _____

Start Time: _____ End Time: _____

Organization: _____

Person Responsible: _____

Municipality: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Use Purpose: _____

Number of People: _____

Will Refreshments be served? _____ (Group is responsible for setup and cleanup.)

1. Is this group a governmental agency? _____ Yes _____ No
2. Is this group a profit-oriented business concern? _____ Yes _____ No
3. Do attendees pay or donate to participate in the meeting? _____ Yes _____ No

The applicant agrees to return the facilities to a clean and orderly condition at the end of the activity and pay the cost of repair or replacement of any damage to the facilities or equipment. The City of Charlotte shall not be held responsible for damage or loss of materials used or left in the building, and the applicant agrees to hold the City of Charlotte

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITY OF CHARLOTTE ARMORY USE	2023-02	08/21/2023	6 of 6

harmless and blameless for damages to personal property. The applicant certifies that he/she has read the attached Armory Use Policy and received a copy, and that he/she fully understands these rules, and his/her responsibilities for compliance.

Note: In case of emergency, the Department of Public Works may cancel any approved reservation for use of the facilities; however, we will make every attempt to relocate the group, if there is another facility available.

Date: _____ Signature of Responsible Party: _____

Staff Witness: _____ Date: _____

Date of Application Receipt: _____

Received by: _____

DO NOT WRITE BELOW THIS LINE

Approved: _____ Authorized Signature: _____

Date Notified: _____ Date Signed: _____