

# Facility & Park Rental Rules

Helena Township, Antrim County, Michigan

Effective April 2026 • All renters are responsible for reading and complying with these rules

## UNIVERSAL RULES

### ALL HELENA TOWNSHIP PROPERTIES

The following rules apply to every Helena Township facility and park rental, without exception.

1. No overnight camping, RVs, trailers, tents, or any outside shelters are permitted on any Township-owned property at any time, per Helena Township Ordinance #031308: "Camping overnight on any land or structure owned by the Township or under the Township's control is prohibited."
2. Renter is financially responsible for all damages, repair costs, and replacement of equipment or property damaged during the rental period. Helena Township is not responsible for equipment or personal items brought onto or left at Township properties.
3. A designated responsible adult must be present for the duration of the event and available for post-event inspection if required by Township staff.
4. Alcohol Policy: A Certificate of Comprehensive General Liability Insurance in the amount of \$1,000,000 per occurrence, naming Helena Township as additional insured, is required before any event where alcohol will be served or consumed. The signed liability waiver must accompany the rental contract. Alternatively, proof of a one-day alcohol rider through a homeowner's insurance policy may be accepted.
5. Quiet Hours: In consideration of neighboring properties, all amplified music and sound must cease by 10:00 PM. All events must fully conclude and guests must vacate the property by the designated closing time for each facility.
6. No park or facility event will be confirmed until the signed rental agreement, all required documents, and any required deposit have been received by the Township Clerk and the Clerk has signed the agreement.
7. Rental agreements must be returned within 30 days of the scheduled event to: Helena Township, PO Box 177, Alden, MI 49612, or emailed to [clerk@helenatownship.com](mailto:clerk@helenatownship.com).
8. Non-Profit Organizations (501(c)(3)): Organizations with a current IRS 501(c)(3) determination letter on file with the Township Clerk qualify for the non-profit rental rate. Documentation must be current and on file prior to the event. If documentation is expired or not on file at the time of booking, 50% of the standard rental rate applies. A refundable security deposit is required in all cases.
9. Payment is accepted by cash, check (payable to Helena Township), or card. Refund checks for deposits will be issued within ten (10) days of the event following a satisfactory inspection.
10. Any renter requesting a deviation from posted rules must direct the request to a Helena Township Board Member. Staff do not have authority to approve exceptions.

## COMMUNITY CENTER

8751 Helena Road, Alden, Michigan 49612

### Hours & Access

11. Rental hours are 8:00 AM to 9:00 PM. All events must conclude and guests must vacate the building by 9:00 PM.
12. Lockbox access: The lockbox combination will be provided by the Clerk prior to your event. The building must be locked and fully secured upon departure.
13. All events must be pre-scheduled with and confirmed by the Township Clerk.

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## Capacity & Facilities

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14. Maximum seating capacity is 200 persons (chairs and tables provided).
15. Rental includes use of the gym and kitchen. The kitchen is available for heating foods only. If food is to be prepared or sold on-site, a 1-day temporary food service permit must be obtained from the Antrim County Health Department at the renter's expense. A copy must be posted in the kitchen and submitted to the Township office prior to the event.
16. Side rooms are reserved for community classes and storage of Township property. Side rooms are not available for wedding receptions or general parties. Side room rental: \$12.00 per hour when available — contact the Clerk.
17. Open gym sports use (volleyball, basketball, etc.): \$8.00 per hour (Resident) or \$10.00 per hour (Non-Resident), with a two-hour minimum booking.

## Weddings & Major Events

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18. The Wedding Package covers Noon Friday through Noon Sunday. Rental fee is \$300 (Resident) or \$500 (Non-Resident), plus a \$100 refundable deposit due at time of booking.
19. Use of the facility prior to Noon on Friday (e.g., ceiling decoration, food storage, delivery of extra tables) will result in an additional charge of \$100.00, payable before the deposit refund is issued.
20. Deposit cancellation policy: Cancellations must be made at least 30 days in advance of the event or the deposit will be forfeited.

## Prohibited Items & Restrictions

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21. Helium balloons are strictly prohibited.
22. No staples or nails on walls or tables. Masking tape only.
23. No ceiling decorations, ladders, or scaffolding.
24. Basketball hoops may not be raised.
25. No overnight use of the building for sleeping purposes.

## Cleanup Requirements

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*The building must be returned to its pre-event condition before departure. Failure to do so will result in forfeiture of the security deposit.*

26. Stack all chairs properly in racks, all going in one direction.
27. Wipe all tables, fold, and return to racks.
28. Thoroughly clean the kitchen, including the stove and refrigerator. Remove all food items.
29. Remove and dispose of all decorations.
30. Sweep all floors with push brooms. Do NOT mop.
31. Remove all accumulated trash. Trash must be placed in the dumpster located to the left of the kitchen door. Bring your own trash bags.
32. Clean the exterior of the building: remove all trash, cans, cigarette butts, and debris from around the building and parking area.
33. Ensure all doors and windows are locked and secured before leaving.

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*Suggested Supply List: Dishes, silverware, dish soap, dish towels/cleaning cloths, tablecloths, masking tape and scissors, trash bags, serving utensils, containers for leftovers, cooking pans, punch bowl, coffee and filters, paper towels.*

## DEPOT PARK

**10670 Coy Street, Alden, Michigan 49612**

*Depot Park is a public park and remains open to the public at all times, including during scheduled events. You may post PRIVATE EVENT signs on the day of your event, but you may not deny public access to other areas of the park.*

### General Rules

34. All events must end by 11:00 PM. Park closes at 11:00 PM.
35. Port-a-johns are provided by the Township at Depot Park. The Depot Museum restrooms are not available for event use.
36. A \$100.00 refundable deposit is required and due at the time of scheduling. The deposit will be returned if upon inspection all grounds are free of garbage, refuse, and damage. If cleanup or repair is required by the Township, the deposit will be forfeited.
37. Additional setup/teardown day: An additional fee of \$50 per day (Resident) or \$75 per day (Non-Resident) applies for any setup or teardown on a day other than the scheduled event date. Arrangements must be made with the Clerk in advance.

### Tent & Irrigation Rules

38. If tents are used, the renter is fully responsible for any damage to the underground irrigation system.
39. Underground irrigation lines are identified by orange painted markings. Tent stakes, spikes, or anchoring devices must not be placed within 12 inches of any orange marking.
40. Any damage to irrigation lines or related infrastructure will result in repair costs being charged to the renter.

### Cleanup & Departure

41. Renter is responsible for cleanup of all grounds, including removal of all trash, decorations, and personal property.
42. The Township is not responsible for equipment or personal items left at the park.

## TENNIS COURT PARK – Pavilion

**10371 North Lake Street, Alden, Michigan 49612**

*Tennis Court Park is a public park and remains open to the public at all times, including during scheduled events. Renters may designate their reserved area or tent as a private party area, but others retain full*

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*access to the tennis courts, playground equipment, and other park features. Exclusive use of tennis courts, playground equipment, or beaches is not included with any rental.*

## General Rules

43. All events must end by 11:00 PM. Park closes at 11:00 PM.
44. Restrooms, picnic tables, water, and electrical power are available at the pavilion.
45. A \$100.00 refundable deposit is required for all events. The deposit will be returned following a satisfactory post-event inspection.

## Tent & Irrigation Rules

46. If tents are used, the renter is responsible for any and all damage to the underground irrigation system.
47. Underground irrigation lines are marked by orange painted lines. Tent rope stakes or spikes may not be placed within 12 inches of any orange painted line.

## Cleanup & Departure

48. Renter is responsible for cleanup of the pavilion and surrounding area, including removal of all trash, decorations, and personal property.
49. The Township is not responsible for equipment or personal items left at the park.

# BALL PARK

*The Ball Park is a public park and remains open to the public at all times, including during scheduled events.*

## General Rules

50. All events must end by 11:00 PM. Park closes at 11:00 PM.
51. Port-a-johns are available. There is no electrical hook-up or running water at the Ball Park.
52. A \$100.00 refundable deposit is required when using tents. The deposit will be returned following a satisfactory post-event inspection.

## Tent Rules

53. Tents must be set up and removed on the day of the event, unless a separate setup/teardown day is arranged with the Clerk in advance.
54. If tents are used, the renter is responsible for any and all damage to the underground irrigation system.
55. Underground irrigation lines are marked by orange painted lines. Tent stakes or spikes may not be placed within 12 inches of any orange painted line.

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## Cleanup & Departure

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- 56. Renter is responsible for cleanup of the entire ball park area, including removal of all trash, decorations, and personal property.
  - 57. The Township is not responsible for equipment or personal items left at the park.
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## INDEMNIFICATION & LIABILITY

To the fullest extent permitted by law, the Applicant/Renter shall defend, indemnify, and hold harmless Helena Township, its officers, directors, agents, and employees from and against any costs, liabilities, claims, demands, suits, losses, and damages (including but not limited to reasonable attorney fees and court costs) arising out of, caused by, or incidental to the acts, errors, omissions, or negligence related to activities covered by the rental agreement and the use of Helena Township property by the Applicant, its officers, directors, employees, agents, consultants, guests, invitees, or any other person or persons. This indemnification is not limited by reason of any insurance coverage and does not waive any defense of governmental immunity that may be asserted by Helena Township. The Renter shall be fully responsible for cleanup and repair or replacement costs for any damage to Helena Township property.

## Questions? Contact the Township Clerk

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Oryana Leffew, Helena Township Clerk

Phone: (231) 331-4643 • Email: [clerk@helenatownshipmichigan.gov](mailto:clerk@helenatownshipmichigan.gov)

Clerk Hours: Monday, Wednesday & Friday — 9:00 AM to 12:00 PM