Upstairs facing the entrance hall. There are windows all along the east and west walls.

Upstairs facing the dance floor. There are a few colored lights above the dance floor and emergency exits on both corners of the room.

The downstairs kitchen includes a refrigerator, stove/oven, and sink, and has a serving window with counter space.

Downstairs facing the kitchen serving window. There are small windows along the east wall.

Approximate Dimensions + Counts

Main Upstairs Room	37'8" x 60'
Dance Floor	16' x 20'
Main Downstairs Room	25' x 55'
Round Tables (5'), seats approx. 8	20
Rectangular Tables (6'), seats approx. 6	35
Rectangular Tables (5')	5
Stacking Chairs	75
Folding Chairs	125
Parking Spaces	70
Upstairs Ceiling Height, to Peak	14'6"
Upstairs Ceiling Height, at Wall	9'10"
Upstairs Ceiling Height, to A/C Duct	12'
Building Overall	40' x 80'

The community center is available for rental Fridays, Saturdays, and Sundays for your wedding reception, meeting, graduation open house, family reunion, or other special occasion! It has a bi-level floor plan including a carpeted upper level with a dance floor and tile floor with a small kitchen downstairs. Both levels are accessible to those with disabilities. It is an air-conditioned, nonsmoking facility and can accommodate groups of up to 170 people if using both levels. During the daytime you will enjoy lots of streaming light on the upper floor and the globe lights are quite beautiful at night. The facility dresses up nicely.

Please contact us for current rates. Dates are not held over the phone. In order to hold your date, you must come into the Parks and Recreation Office, complete the rental application, and pay the rental fee. Reservations are taken up to two years in advance to the day. If two years prior to the date you want falls on a day the offices are closed, you must wait until the next business day.

Rental Rates

Day (The building is in use throughout the week so it is not available on other days.)	Session (Maximum occupancy times allowed including set-up and take-down)	Rental Fee for Delta Resident	Rental Fee for Non-Resident	Refundable[3] Security Deposit (In addition to rental fee. Due 30 days before event.)
Saturday	**8 a.m.-1 a.m.**	**$400**	**$500**	**$250**
Saturday extension[2] (discounted Friday)	**2 p.m.-1 a.m.**	**$125**	**$175**	**-**
Sunday	**2 p.m.-12 a.m.**	**$225** **$400-Holiday[1]**	**$275** **$500-Holiday[1]**	**$250**
Friday	**2 p.m.-1 a.m.**	**$225** **$400-Holiday[1]**	**$275** **$500-Holiday[1]**	**$250**
All groups also require proof of homeowner's or renter's insurance				

[1]Holidays are any National holidays as well as dates that Delta Township offices are closed and Christmas Eve and New Year's Eve.
[2]When booking a Saturday, the Friday prior is offered at a discount if the date is available, unless it is a holiday. If so holiday rate will be charged.
[3]Refundable at the sole discretion of the Township if no property was damaged or rules broken.

Rates as of 12/1/09.

- Tables and chairs are stored on both levels and both round and rectangular tables are available. Each round table fits up to eight individuals comfortably. A diameter of approximately 10' is needed for each round table to allow enough space to stand up. Rectangular tables fit up to six individuals and also need a 30” rising area. Ask for a table planning sheet if desired which may be of assistance in determining your layout.

- The building is handicap-accessible through use of the elevator (doors on all levels must be closed).

- The upper level has separate men’s and women’s restrooms in addition to a large handicap restroom which includes a baby-changing station. There is also a unisex restroom on the lower level.

- The building is temperature-controlled, set to around 70 degrees in the summer and nice and warm in the winter. The thermostat is located in the main room on the upper level just inside the door and may be adjusted if needed.

- Please bring your own table linens, coffee maker, etc., and a cellular phone if you think you may need one as there is no public phone.

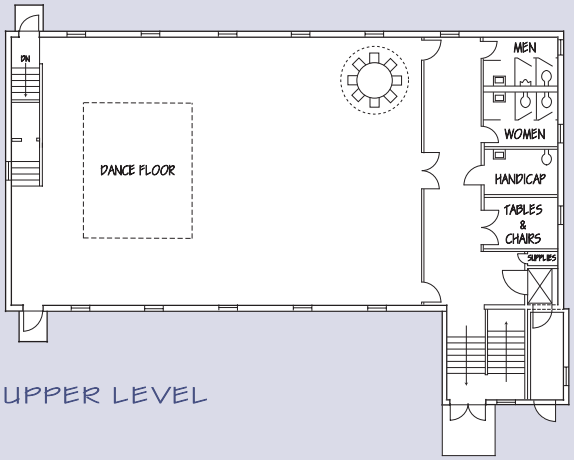
- On the upper level next to the elevator you will find a supply closet with toiletries, garbage bags, a vacuum, etc. There is a dumpster located at the back of the parking lot; please tie your bags and deposit them there at the end of your event.

- There are about 70 parking spaces in the parking lot. If overflow parking is needed, there is space to the north of the parking lot. To access it you must exit the parking lot, go back out to Canal Road and turn right.

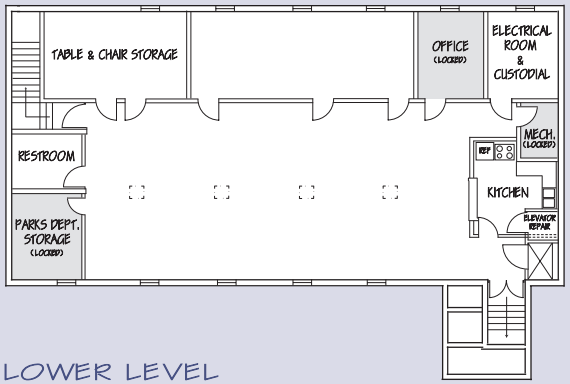
- Your key will open the electrical room on the lower level in the unlikely event of a blown fuse.

- Elevator may be used for passengers only.

Revised 12/1/09



UPPER LEVEL



LOWER LEVEL

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DELTA TOWNSHIP

*This brochure has information helpful to both those who may be interested in renting the facility and those that have already reserved it. Your contract will include a list of rules. If you have any questions feel free to contact us at 323-8555 or visit our Website at **deltami.gov/parks**. In case of any differences in price, rules, etc., the information on the contract you sign will take priority.*

DELTA TOWNSHIP COMMUNITY CENTER

Rental Facility

7550 West Willow Highway
on the corner of
Willow Highway and Canal
Road in Delta Township

Operated by Delta Township
Parks and Recreation