



BLOOMFIELD TOWNSHIP  
4200 TELEGRAPH ROAD  
BLOOMFIELD HILLS, MI 48302

### HOMEOWNER ASSOCIATION RESERVATION FORM

The following rooms are available free of charge for Homeowners Association meetings and non-commercial uses.

- Township Hall Auditorium (cap. 50+)
- Main Fire Station Meeting Room (cap. under 50)
- DPW Lower Level North Training Room (cap. under 50)

Association/ Organization: \_\_\_\_\_

Meeting Date & Time\*: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(\*pick up to three dates, in case first or second choice is not available)

Approx. # of people attending: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Special Set Up (Auditorium and DPW Training Room only) (i.e. lay out of tables, chairs, police officer presence...)

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### GENERAL GUIDELINES

- Reservations for rooms must be made **at least** ten (10) days in advance
- Township computers, audio and visual equipment are not available for association use
- Associations are responsible for their own office supplies
- Associations are responsible for their own beverages. The Township encourages “water only”
- Cleanup is the responsibility of the association, and any damages to the carpet or furniture
- Bloomfield Township reserves the right to cancel a scheduled meeting on or before the scheduled date

Submit your form to the following person:

Township Auditorium & DPW North Training Room  
Clerk’s Office  
(248) 433-7702 | [clerk@bloomfieldtp.org](mailto:clerk@bloomfieldtp.org)

Fire Station Meeting Room  
Kelly Lagarde, Fire Dept. Administrative Assistant  
(248) 433-7745 | [fire\\_dept@bloomfieldtp.org](mailto:fire_dept@bloomfieldtp.org)



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Auditorium Guidelines	Fire Station Meeting Room Guidelines	DPW Lower Level North Training Room Guidelines
<ul style="list-style-type: none"> <li>• Meeting room availability: Wednesday – Sunday.</li> <li>• The first person to arrive must notify the Police Department in person at the station, located at the south side of the building. Police will meet that person in foyer in front of Township Hall to open the doors.</li> <li>• Contact Police Dispatch when the meeting ends by using the phone located on the east wall of the auditorium.</li> <li>• Kitchen area and its' supplies are NOT available for association use.</li> <li>• Public bathrooms are located in the lobby of Township Hall</li> <li>• Emergency exits are clearly marked in the auditorium.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting room availability: Monday – Sunday 6 PM to 9 PM.</li> <li>• The first person to arrive at Central Fire Station must use the front door (located on Exeter Road) to check in with fire personnel. The lower level door will then be unlocked for visitor entry.</li> <li>• Please advise fire personnel when meeting is over so the building may be secured.</li> <li>• Kitchen area and its' supplies are NOT available for association use.</li> <li>• Public bathrooms are located in the lower level by the staircase.</li> <li>• Emergency exits are clearly marked in the lower level.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting room availability: Monday – Thursday 7 AM to 5:30 PM.</li> <li>• Entrance will be through the DPW's lobby and taking the elevator immediately to the left.</li> <li>• The North Training Room is located on the left side of the hallway passed the drinking fountains.</li> <li>• Public bathrooms are located on the left side of the hallway by the drinking fountains.</li> <li>• Emergency exits are clearly marked in the lower level.</li> </ul>

OFFICE USE ONLY:

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

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