

Liberty Township Community Center

Policies, Procedures and Contract

To schedule the use of the Community Center, call one of the trustees or the fiscal officer listed below and leave a message which will be promptly returned.

Community Center Fees

	<u>Resident</u>	<u>Non-resident</u>
Main Room (including the kitchen)	\$125	\$225

- 1. DEPOSIT** is \$50.00 for all users. Payment is due at the time the contract is signed. The deposit is refunded if the building is left clean, the trash is deposited in the dumpster, and the building is left undamaged. The deposit is waived for civic and youth groups located within the township.
- 2. FEES** will be charged and must be received at least two weeks prior the scheduled date/time. Fees are non-refundable unless reservations are canceled at least two weeks prior to the scheduled date/time. A photo ID may be required. The fees are waived for township civic and youth groups and for celebrations of life for a resident of the township.

NOTE: Waiver of the deposit and/or fees does not release anyone using the Community Center from responsibility for any additional costs of repairs or cleaning expenses whether intentional or accidental.

RETURN of DEPOSIT

Township personnel will inspect the Community Center on the morning after each use of the building. If no repairs or additional cleaning is required your full deposit will be returned to you within two weeks following your scheduled date. If repair or additional cleanup is required, you will receive a statement of the amount deducted from the deposit. If costs are greater than the deposit you will be held liable for the additional costs and you will be billed.

GENERAL RULES

1. Every group renting the facility must have a signed contract and a copy of the Policies and Procedures.
2. Rental hours are from 6 a.m. to midnight.
3. Only adults may reserve the Community Center. Events for minors must be supervised by adults.

4. Use of the stove and oven in the kitchen are permitted for warming only. All foods intended to be served hot must be cooked off-site before bringing them in the Community Center.
5. SMOKING is prohibited in any part of the Community Center.
6. Consumption of alcohol and the use of illicit drugs are prohibited within the Center or on the grounds.
7. No animals are allowed in the Community Center. Exceptions to this restriction are K-9 police animals, service dogs, and psychiatric service animals.
8. Decorations are allowed. However, the use of tape, pins, tacks, nails, or other fasteners to attach decorations to walls, ceilings, or any other part of the Community Center are prohibited.
9. Reservations require a signed contract and are not transferable. Liberty Township retains the right to refuse use of the Community Center.
10. There is no land-line telephone service at the Community Center. In case of an emergency, use a cell phone to dial 9-1-1. The address for any emergency calls is 21463 State Route 347 (Main Street), Raymond, Ohio 43067.

CLEANUP

1. All cleanup must be done on the same day as the reservation, before you leave the building. Brooms, mops, mop bucket, and trash bags are provided.
2. If the kitchen is contracted, the user must provide dish soap, dish rags or sponges, and dish towels. Cleaning of the counters, appliances and floor is required
3. Make sure that the oven and stove are left in the off position.
4. The contracted room(s) and the restrooms must be left in a clean neat condition.
5. The tables and chairs shall be returned to the position in which they were found, unless instructed otherwise.
6. All garbage and trash shall be removed from the building and placed in the dumpster in the parking lot behind the building.
7. Keep all windows closed and locked.

THANK YOU!

Liberty Township Trustees

Jerry McClary	Jack McCoy	Mike Moffett	Jeff Rea
Trustee	Trustee	Trustee- Chair	Fiscal Officer
937-302-0732	614-496-0999	937-604-3132	937-597-8815

Contract Agreement for use of the Liberty Township Community Building

User's Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Requested Date and Time: _____

Estimated number of participants: _____

Reason for Intended Use: _____

<u>Twp. Resident</u>	<u>Requested Room</u>	<u>Deposit</u>	<u>Rental Fee</u>	<u>Total Due</u>
Y / N	Main + kitchen	\$50 +	\$ _____ =	\$ _____

Deposit and Fees shall be paid prior to use. Make checks payable to Liberty Township.

Send two checks - one for the initial deposit and one for the rental fee. The deposit check will be held until after your event and shredded if the building is left in as-found condition.

Mail checks to:

Liberty Township, P.O. Box 122, Raymond, Ohio 43067.

I have been provided a copy of and have read the Policies and Procedures for use of the Liberty Township Community Center. I understand and agree to abide by these Policies and Procedures.

I further agree, on my behalf, and on behalf of my heirs or their assigns, to release and discharge any Liberty Township officials and/or employees from all claims, demands, actions and causes of actions of any sort, for any injury sustained to my person and/or property or to my guest and guests' property during my use of the premises, due to negligence or other fault.

I HAVE READ THIS PARAGRAPH AND ACKNOWLEDGE THIS LEGALLY CONSTITUTES A RELEASE.

Now, having read this entire Agreement, I agree to be bound by its terms and conditions.

Signature of User: _____

Date: _____

Township Representative: _____

Date: _____