

Liberty Township Community Center

NOTICE of RESTRICTIONS

Until further notice, no new reservations will be taken for Community Center rentals.

The following rules, based upon guidance from the Union County Health Department, apply:

1. Maximum capacity of the large room is 40 people with a maximum of 4 people per table.
2. Maximum capacity of the small rooms is 6 people in each room.
3. Masks, social distancing, frequent hand washing/sanitizing are required.
4. Masks are required indoors except when eating/drinking, and outside when social distancing cannot be maintained.
5. Renters wishing to serve food or beverages are required to have those items prepared and served by a licensed caterer as part of their rental.

These guidelines are subject to change without notice.

Effective Date: 13 November 2020

Policies, Procedures and Contract

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

Community Center Fees- DEPOSIT- \$50.00 is due at time of contract signing.

<u>ROOM</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Small Room (Liberty North)	\$35.00	\$75.00
Small Room (Liberty South)	\$35.00	\$75.00
Large Room (Includes kitchen)	\$125.00	\$225.00

Until further notice the large room occupancy is restricted to 40 people.

Until further notice the Small Room occupancy is restricted to 6 people each.

FEES

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 cancelled 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 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

An inspection will be made 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 must have a signed contract and a copy of the Policies and Procedures
2. Rental hours run from 6am – 12 midnight.
3. Only adults are permitted to reserve the Community Center. Any use by minors shall be supervised by adults.
4. The stove and oven in the kitchen are only approved for warming only. All foods intended to be served hot must be pre-cooked before bringing them into the Community Center where they can be kept warm before serving.
5. **NO SMOKING** in the Community Center.
6. **NO** consumption of alcoholic beverages and/or substance abuse will be permitted.
7. No animals are allowed in the Community Center. The exceptions are Police K9, service dogs and psychiatric service dogs.
8. Decorating is allowed, but the use of tape, pins, tacks, nails or other methods that may damage the walls or ceiling are strictly prohibited.
9. Reservations require a signed contract and are not transferable.
10. Liberty Township has the right to refuse the use of the Community Center.
11. In case of emergency dial 9-1-1. The Liberty Township Community Center location is below:

Address- 21463 State Route 347
Raymond, Ohio
Phone- 937-246-1111

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 warming 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
Trustee- Chair
937-302-0732

Jack McCoy
Trustee
614-496-0999

Mike Moffett
Trustee
937-604-3132

Jeff Rea
Fiscal Officer
937-597-8815

Contract Agreement for use of the Liberty Township Community Center

User's Name: _____

Home Address: _____

Daytime Phone: _____ Evening Phone: _____

Requested Date and Time: _____

Number of participants: _____

Reason for Intended Use: _____

<u>Twp. Resident</u>	<u>Requested Room</u>	<u>Deposit</u>	<u>Rental Fee</u>	<u>Total</u>
Y / N	Small "A" _____	\$50	\$ _____	\$ _____
Y / N	Small "B" _____	\$50	\$ _____	\$ _____
Y / N	Large _____	\$50	\$ _____	\$ _____

Deposit and Fees shall be paid prior to use.

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