

# Liberty Township Community Center

## Policies, Procedures, and Contract

To schedule the Community Building call one of the Trustees, or the Fiscal Officer listed below and leave a message which will be promptly returned.

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

ROOM	RESIDENT	NON-RESIDENT
Large Room (Includes the Kitchen)	\$125.00	\$225.00

## 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 to 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 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 6 am – to 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's contact information 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 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: \_\_\_\_\_

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	Large _____	\$50	\$ _____	\$ _____

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

**Send two checks, one for the rental fee and one for the deposit. The deposit check will be shredded if the building is left in as-found condition. Mail checks to:**

**Liberty Township  
21655 Main St.  
PO Box 122  
Raymond, OH 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: \_\_\_\_\_