HAMILTON TOWNSHIP COMMUNITY CENTER
RENTAL APPLICATION & AGREEMENT

RULES AND REGULATIONS FOR USE OF THE BUILDING
PLEASE READ CAREFULLY

Residency Restrictions:
- Any person requesting use of the building must be a resident of Hamilton Township.
- Any organization requesting use must have a majority of its members from Hamilton Township.

Reservation Process:
- All requests to use the building must be submitted in writing by completing the required reservation forms.
- Completed forms must be returned to the Hamilton Township Community Center front office Administrator.
- All reservations must be approved by the Hamilton Township Trustees.
- Board meetings are held on the second and fourth Wednesday of each month at 7:30 p.m.
- Reservation forms must be completed with all requested information, signed by the individual assuming responsibility, and returned promptly.
- A copy of the approved reservation will be returned to you. You must present this copy to the Hamilton Township employee in charge of the building when you arrive on the date of your reservation.

Identification:
- A valid driver's license or other valid identification must be presented upon arrival.

Set-Up and Clean-Up:
- The reserved rental time includes all set-up, event, tear-down, and clean-up time. Renters must ensure that all activities, including set-up and clean-up, are completed within the reserved time period.

Payment:
- We accept two forms of payment: credit/debit card or check.
- Payment is due at the time of the reservation request.
- If paying by check, an additional $50 security deposit check is required and will be held until after the event. The deposit check will be returned after the event.
- If paying by card, the Township reserves the right to charge a $50 security deposit/cleaning fee to the original method of payment.

Rental Fees:
- Non-Profit Civic Service Groups: Membership in the group must have a majority from Hamilton Township. Fee: $6 per hour.
- Churches and Individuals: Limited to Hamilton Township residents and churches.
  - Fee: $25 per hour.
- Businesses or For-Profit Use: Limited to Hamilton Township residents and businesses.
  - Fee: $25 per hour.

Maximum Rental Period:
- No organization may use the building for more than two consecutive days.

Food and Kitchen Use:

- Full meal preparation at the center is prohibited.
- Catered food, potluck/carry-in food, and warming food in the oven are permitted.
- Food and beverages are restricted to the kitchen and activity room areas.
- No cooking utensils or towels are provided. Please bring your own.
- Please do not use Community Center kitchen supplies, including paper plates, cups, napkins, or utensils. These supplies are reserved for Community Center employees.

Decorating and Clean-Up:

- Nothing may be permanently attached to the walls, ceiling, or floor of any part of the building.
- All trash receptacles must be emptied and fitted with new liners. All trash must be taken to the outdoor trash cans.
- All tables used must be cleaned and placed along the walls. Chairs must be folded and placed on the chair rack unless otherwise instructed.
- Floors must be swept, and any spills must be mopped up.
- Counters must be wiped clean, including any spills on the stove or in the refrigerator or freezer.
- Glass doors must be cleaned.
- The Township employee in charge can provide necessary cleaning supplies.
- The Township employee in charge will inspect the center with the responsible party to ensure that all required cleaning has been completed.

Smoking Policy:

- Smoking, including the use of cigarettes, cigars, pipes, electronic cigarettes, and vaping devices, is strictly prohibited inside all Township buildings in accordance with the Ohio Smoke-Free Workplace Act.
- Smoking is permitted only in outdoor areas and must occur at least 20 feet from all building entrances, exits, windows, and ventilation systems.
- All smoking materials must be fully extinguished and disposed of in appropriate receptacles. Disposal of cigarette butts or other smoking materials in planters, sidewalks, parking lots, or other non-designated areas is prohibited.
- The renter is responsible for ensuring that all guests comply with this policy.
- Evidence of smoking in prohibited areas, including cigarette butts or other smoking debris found near entrances or on Township property, may result in additional cleaning fees, forfeiture of the security deposit, or denial of future rental privileges.
- If cigarette butts or other smoking debris are found on the ground or surrounding the facility following a rental event and are not properly disposed of, the renter will be charged the $50 security deposit, which will be retained by the Township as a non-refundable cleaning fee.
- Failure to comply with this policy may be considered a violation of Ohio Revised Code Chapter 3794 and subject to enforcement.

ALCOHOL POLICY

NO ALCOHOLIC BEVERAGES SHALL BE ALLOWED ON THE PREMISES.
NO INTOXICATED PERSON TO BE ON THE PREMISES.

General Rules and Regulations:

- Proper dress is required at all times, including appropriate clothing and footwear. Shoes and shirts must be worn.
- Persons under 18 years of age are not permitted in the Community Center unless they are part of a group that has reserved the building and are accompanied by a responsible adult who has been authorized to use the building. Unsupervised individuals will be asked to leave.
- Cancellations must be made at least 48 hours prior to the scheduled building use. Cancellations made less than 48 hours in advance will result in forfeiture of the security deposit. Exceptions may be considered for acts of God or other circumstances beyond the renter's control. To cancel, please call the Township office at 614-491-3963, Monday through Friday, from 8:30 a.m. to 4:30 p.m.
- Any group or individual that abuses the facility or violates these rules and regulations may be denied future rental privileges. Charges for any damage will be assessed to the responsible party.
- No additional tables or chairs may be brought into the building.
- If the electricity is interrupted during the rental due to a storm or other emergency, the Township employee in charge may require everyone to evacuate the building. In the event of an evacuation due to loss of electricity, the rental fee will be refunded.
- Any personal property found by Township officers or employees will be turned in to the Township office and handled in accordance with the Hamilton Township Lost and Found Policy.
- The maximum occupancy of the Hamilton Township Community Center is 70 people when using tables and chairs and 102 people when using chairs only, in accordance with Rule 1301:7-27, Article 27 of the Ohio Fire Code.

Changes to Rules:

- Any or all of these rules and regulations are subject to change by the Hamilton Township Board of Trustees.