

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 from Hamilton Township.
- Reservation Process: Person/organization requesting use of the building shall do so in writing by completion of the reservation forms and return to the Hamilton Township Community Center front office Administrator. **The Township Trustees must approve your request.** The board meetings are on the second and fourth Wednesday of the month at 7:30 p.m. Reservation forms shall be filled out with the requested information and signed by the individual assuming responsibility and returned immediately. **A copy will be returned to you for presentation to the Hamilton Township employee in charge of the building when you arrive on the date of the reservation.**
- You will be required to show a valid driver's license/identification.
- Please leave adequate time for set up and tear down/clean up.

FEES

We accept two forms of payment: Credit/Debit card or check.

If you are paying by check, we require an additional check deposit of \$50 to be held until after the event. After the event, your check will be returned to you.

If you are paying by card, we reserve the right to charge a \$50 security deposit/cleaning fee to your original method of payment.

Your payment will be due at the time of the reservation request.

- Non-Profit Civic Service Groups - Membership in the group shall have a majority from Hamilton Township.
 - **Fee is \$6 per hour.**
- Churches and individuals - Limited to Hamilton Township resident and churches only.
 - **Fee is \$25 per hour.**
- Businesses or use for profit - Limited to Hamilton Township resided and churches only.
 - **Fee is \$25 per hour.**

USE LIMITATION

No organization may use the building for more than two consecutive days.

MEAL PREPARATION/ USE OF KITCHEN

- Full meal preparation at the center is prohibited. Caterer service, potluck carry-in, or warming in the oven is acceptable. Food and beverages shall be restricted to the kitchen and activity room area. There are no cooking utensils or towels available. Please bring your own.
- Please do not use kitchen supplies (paper plates, cups, napkins, utensils). These are for use by the employees of the Community Center.

DECORATING/CLEAN UP

- Nothing shall be permanently attached to the walls, ceiling or floor of any part of the building.
- All trash receptacles emptied and replaced with new liners. Trash to be taken to trash cans outside of building.
- All tables used shall be cleaned and placed along the walls. Chairs shall be folded and put on the chair rack, unless otherwise instructed.
- Floors shall be swept and any spills mopped up.
- Counters shall be wiped as well as any spills on stove or in the refrigerator or freezer.
- Glass doors shall be cleaned.

The Township employee in charge can provide you with necessary supplies. The employee in charge will inspect the center with the party responsible to ensure proper cleaning has been done.

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 only permitted in outdoor areas and must occur no less than 20 feet from all building entrances, exits, windows, and ventilation systems.
- All smoking materials must be fully extinguished and disposed of in appropriate receptacles. The use of planters, sidewalks, parking lots, or other non-designated areas for disposal of cigarette butts or smoking materials is prohibited.
- The renter is responsible for ensuring that all guests comply with this policy. Any evidence of smoking in prohibited areas, including the accumulation of cigarette butts near entrances or on Township property, may result in:
 - Additional cleaning fees
 - Forfeiture of security deposit
 - 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.**

ADDITIONAL ITEMS

- Proper dress shall be required. Shoes, shirt, etc.
- Persons under eighteen years of age will not be permitted in the Community Center unless a part of a group reserving the building, and must be accompanied by a responsible adult who has been given permission to use the building. Unsupervised individuals will be asked to leave.
- Cancellation prior to 48 hours of building use is required, otherwise you forfeit your deposit. Some exceptions such as acts of God or other uncontrollable causes will be considered. For cancellation, please call the office: 614-491-3963 between the hours of 8:30 a.m. until 4:30 p.m.
- Any group or individual that abuses the facility or violates the rules and regulations shall be denied future permits, and charges for damage shall be assessed against them.
- No additional chairs and tables are to be brought into the building.
- If the electricity should be shut off during the rental of the building due to storms, etc., the township employee in charge will have to ask everyone to evacuate the building. Rental fees will be refunded in this event.
- Any personal property found by Township Officers or employees will be turned into the Township office and administered in the Hamilton Township Lost and Found policy.

OCCUPANCY

The maximum occupancy permitted in the Hamilton Township Community Center is 70 people using tables and chairs, and 102 people using chairs only. This is in accordance with Rule 1301:7-27, Article 27 of the Ohio Fire Code.

- Complete reservation form and pay rental fee to Hamilton Township Administrative Office.
- One copy of reservation form will be returned to you after approval by the Board of Trustees.
- You must bring this form with you the day of the event in order to be permitted entrance into the building.
- The Community Center attendant reserves the right to refuse your entrance into the building without this form.

Any or all of the above rules are subject to change by Hamilton Township Board of Trustees.

RESERVATION FORM

THIS FORM MUST BE PRESENTED TO ATTENDANT

Rental Date: ____/____/____

Individual Assuming Responsibility (must be present at event)

Name:

Organization (if applicable):

Email address:

Home address:

Does individual/group reside in the Township? YES NO

Cell phone #:

Home phone #:

Reason for rental:

Date of rental:

Day of the week:

Time of rental:
(from/to)

Number of persons (estimate):

Check all that apply:

Private Event	Adults only	Adults & Children	Fundraising Event
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Was a copy of the responsible individual's Driver's License received? YES NO

Equipment to be used (check all that apply): Tables Chairs Kitchen

A \$50 security deposit in the form of a check is required for check payments; for card payments, no deposit is collected, but the card on file may be charged \$50 for failure to comply with rules and regulations.

Fee: \$25 per hour

Number of hours: _____

Total fee: _____

no fee for celebration of life

Any damages to the facility and/or equipment, or any missing equipment shall be charged in addition to the use fee. Individual assuming responsibility shall be required to leave property and equipment in same condition and place it was originally.

Signature required on the next page.

Authorized Township Personnel

Date Approved by Board

CLEAN UP

- All tables used shall be cleaned and placed along the walls. No more than two out from the wall. If you don't remember where they go, check with the attendant. Chairs shall be folded and placed on the chair rack.
- Trash receptacles, including the bathrooms, emptied and replaced with new liners. Trash to be taken outside to trash cans on north side of building.
- Floors swept and any spills mopped up.
- Check bathrooms
- Refrigerator door is shut and if you used the ice maker make sure it is turned off. If the oven was used, make sure it has been turned off and any spills cleaned up.
- Counters and sink clean
- Glass doors (free of smudges/fingerprints)
- If any cigarette butts or smoking debris are found on the premises following the event, the \$50 security deposit will be charged as a non-refundable cleaning fee.

Cleaning supplies can be obtained from the building attendant

*Please read and keep the first three (3) pages of this packet for all rules and regulations for use of the building.

I have reviewed and understand the rules and regulations for use of the Community Center and agree to comply with all terms, including those related to facility access at the approved date and time and my responsibilities for cleanup and restoration.

Signature

Date: ___/___/___

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

IMPORTANT HEALTH NOTICE

Use of this facility may involve exposure to communicable illnesses. By entering and using the facility, you voluntarily assume all risks related to such exposure and agree to follow all applicable health and safety guidelines.

ASSUMPTION OF RISK AND USE OF FACILITY

I understand that communicable illnesses, including but not limited to viruses, infections, epidemics, and pandemics, may be contagious and spread through person-to-person contact or environmental exposure. Such illnesses may result in serious illness, personal injury, permanent disability, or death.

I acknowledge that accessing and using the Hamilton Township Community Center (the "Facility"), located at 6400 Lockbourne Road (the "Premises"), may increase the risk of exposure to such illnesses. Hamilton Township makes no representations or warranties that exposure or infection will not occur.

Notwithstanding these risks, I voluntarily choose to enter and use the Facility and agree to comply with all applicable laws, regulations, and guidelines while on the Premises.

RELEASE AND HOLD HARMLESS

By entering and using the Hamilton Township Community Center, I voluntarily assume all risks and agree to release, waive, discharge, and hold harmless Hamilton Township, its officials, agents, employees, contractors, and assigns (collectively, "Hamilton Township") from any and all liability for illness, injury, death, or damages arising from or related to my use of the Facility or presence on the Premises.

I further agree to indemnify, defend, and hold harmless Hamilton Township from and against any and all claims, demands, suits, judgments, losses, or expenses (including attorney fees and costs) arising out of or related to my use of the Facility.

WAIVER OF JURY TRIAL

I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER IS A MATERIAL INDUCEMENT FOR HAMILTON TOWNSHIP TO PERMIT MY USE OF THE FACILITY AND PRESENCE ON THE PREMISES.

SEVERABILITY

If any provision of this Agreement is held or declared to be void, invalid, or illegal by a court of competent jurisdiction, such provision shall be deemed ineffective but shall not affect the validity or enforceability of any remaining provisions.

ACKNOWLEDGMENT AND VOLUNTARY EXECUTION

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ITS TERMS AND THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED. I FURTHER ACKNOWLEDGE THAT NO ORAL REPRESENTATIONS OR INDUCEMENTS HAVE BEEN MADE OTHER THAN THOSE CONTAINED IN THIS AGREEMENT. I REPRESENT THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE, FULLY COMPETENT, AND THAT I EXECUTE THIS AGREEMENT WITH THE INTENT TO BE LEGALLY BOUND.

Signature

Printed Name:

Date: ____/____/____