

## **Crosby Senior/Community Center Rules**

### ***Use of Facility***

- Use of the Senior/Community Center will be limited to Township Departments, local Civic, Religious, Political, Charitable, Non-profit, Youth and Senior Groups.
- Township Corporate Groups
- Other Corporate Groups

### ***Available Rooms:***

- Multipurpose Room – maximum capacity is 115 people. Please specify with or without kitchen use.
- Conference Room – maximum capacity is 10 people.

### ***FEE Schedule***

- No charge for Township Departments, local Civic, Religious, Political, Charitable, Non-profit, Youth and Senior Groups..
- \$150 for Township Corporate Groups – up to 4 hours with a \$50 deposit
- \$300 for Non-Township Groups – up to 4 hours with a \$100 deposit
- Additional Fees will be levied for use of additional rooms not stated in contract.
- Any clean-up expenses incurred by the Township after rental will be assessed at a rate of \$25 per hour.

### ***Facility Rules:***

- Use of the reception desk area and offices is prohibited. The phone at the reception desk is for emergency use only.
- Children must be supervised at all times. No running, skateboards, rollerblades, bicycles, balls, etc. are permitted inside the building at any time. Do not play with automatic door openers. Do not allow children to congregate or play in the restrooms.
- No open flames (candles) are permitted without permission.
- Do not use tape, hooks, glue, tacks, etc. on walls or furniture.

- Audio system must be reserved on initial applications and its use must be monitored.
- Curved desks are to remain in place. TV and piano will be moved at Township discretion.
- Rooms and restrooms must be checked and cleaned up before leaving.
- Do not attempt to adjust heating/cooling units in building. Temperatures are set by the maintenance staff and may not be randomly adjusted.
- Use of any township audio visual or sound equipment must be authorized prior to the event.

***Kitchen Rules:***

All food must be prepared and carried in.

- All cabinets and storage in kitchen are off-limits. Do not open or “borrow” items from cabinets as these supplies belong to other groups.
- Must be left completely clean after use. Any food left in the kitchen or refrigerator will be disposed of immediately.
- Glass bottles and containers are prohibited.

Application for use of facility must be submitted with deposit check made out to **CROSBY TOWNSHIP**. Rental fees are due in full 1 week prior to meeting date. Send to: CrosbyTownship, 8910 Willey Road, Crosby Township, OH45030 to the Attention of the Township Fiscal Officer.

Emergency Maintenance: Mike Marsh 513-987-6660

Crosby Township Trustee: Dennis Heyob 513-236-5160

Revised 1/17/2024