

MONTVILLE TOWNSHIP
ADMINISTRATION AND SAFETY SERVICES CENTER
6665 WADSWORTH ROAD
MEDINA, OH 44256
330-725-8313/FAX 330-722-6716
After Hours Contact No. 330-590-7183 or Dispatch 330-725-2204

COMMUNITY ROOM BYLAWS
RULES & REGULATIONS

Motion 3/8/16

Revised by Resolution #031219.01

- I. Use is limited to **Community Room and restroom facilities ONLY**.
 - A. Maximum occupancy is 96 persons.
 - B. All equipment (such as dishes, coffeemaker, etc.) shall be supplied by the user.
 - C. Only a refrigerator is available. No other appliances, such as a stove or microwave are available.
 - D. Other than Community Room furniture, there shall be no rearranging of furniture, pictures, trees, etc. in or outside of the Community Room.
 - E. Activities are to be contained within the Community Room, which does not include hallways, lobbies, lawn or parking area.
 - F. Noise shall be kept to a minimum, especially when other rooms are in use. Please be respectful of other meetings.
- II. Use by civic groups and/or non-profit organizations shall be limited to one evening event per calendar month. Montville Township Trustees reserve the right to determine if an organization qualifies as a civic group.
 - A. Civic groups and non-profit organizations must abide by all of the requirements set forth in this document or forfeit future use.
- III. The user shall reserve the Community Room by completing the *Community Room Reservation Form*. Montville Township residents shall have priority when reserving the Community Room.
 - A. Community Room is available on a first come, first serve basis.
 - B. The user must attend and participate in the function for its duration. The user shall not lease or allow any other organization or persons to use the facility in its name or for its timeslot.
 - C. The user shall be responsible for:
 1. User fees and/or security deposit (See #IV below)
 2. Adherence to rules and regulations
 3. Damage to building and its contents and surrounding grounds
- IV. Schedule of Fees
 - A. A single event fee and security deposit shall be submitted in two separate checks. Civic groups shall be required to submit a security deposit for holiday events. Civic groups (as defined in #II above) and non-profit organizations shall not be required to submit an event fee and security deposit for regular meetings.

- B. The security deposit shall be refunded if no damage is reported upon the inspection of the facilities following the event by an authorized representative of Montville Township. If damage exceeds the amount of the deposit, the user accepts financial liability for all damage and agrees to pay costs within thirty (30) days of the notice.
- C. Any user who violates the *Rules and Regulations* shall be prohibited from using the Community Room and possibly other township amenities in the future.
- D. In the event of an emergency, the Montville Township Board of Trustees, or its designee, reserves the right to use any previously reserved area. Paid event fee and security deposit may be applied toward the fee/deposit for any other available facility within Montville Township, or the fee/deposit shall be returned to the user within thirty (30) days.

V. Rules and Regulations

- A. Montville Township Police and/or personnel reserve the right to inspect the facility at any time.
- B. Vehicles shall only park in designated parking areas. No parking is allowed in front of the doors or gates or on the grass. Vehicles in violation of these parking regulations will be towed at owner's expense.
- C. All equipment (such as dishes, coffeemaker, etc.) shall be supplied by the user. Nothing is to be left in the refrigerator or cabinets or within the premises.
- D. The following rules and regulations apply:
 - 1. The use by any for-profit organizations (commercial use) is prohibited.
 - 2. Use or possession of alcoholic beverages, drugs, gambling devices, and/or firearms and weapons in the building or on the premises is prohibited.
 - 3. Use of tape, nails, tacks, pins, staples or like items that will penetrate or damage any portion of the inside or outside of the building is prohibited.
 - 4. One sign [maximum size 2' x 3' – six (6) square feet] shall be permitted on the premises during the party, meeting or function. Sign shall not be placed within right-of-way.
 - 5. Only the chairs and tables in the Community Room are available for use. All other furniture and equipment in the Montville Township Administration and Safety Services Center is not to be used or moved. Montville Township property, such as, but not limited to, furniture, tables, chairs, etc. shall not be removed from the room. Additional furniture, tables, chairs, etc. may not be brought into the building without prior permission from Montville Township.
 - 6. Cooking/grilling is not permitted in the building or on the premises.

E. Cleanup:

1. The user shall be responsible for cleaning up the entire area (countertops, sink, floor, etc.) and returning the room to its original state. Broom and dustpan are provided for cleaning the floor of the Community Room. User shall provide all other cleaning supplies.
2. Furniture and equipment shall be returned to its proper place. Tables shall be folded and chairs shall be properly stacked.
3. The user shall be responsible for removing all garbage and trash from the premises. Dumpster is located within fenced area north of brown service building. Only garbage/trash generated on-site may be placed in the dumpster.