



WEST CARROLLTON SENIOR CITIZENS/COMMUNITY CENTER 10 E. CENTRAL AVENUE

RESERVATION AND USE POLICY

RESERVATION PROCEDURE

1. Activities are scheduled on a first-come, first-served basis, with priority being given to the West Carrollton Senior Citizens Club and city-sponsored activities. **The center is available for rent Fridays from 4:00 p.m.-10:00 p.m. and Sundays from 12:00 p.m.-10:00 p.m. There are no exceptions to getting into the facility earlier than the specified times.**
2. A \$50.00 deposit is required at the time of reservation. The facility use fee of \$50.00 for West Carrollton residents or \$100.00 for non-residents is also due at that time. The deposit will be returned in full within ten working days, **provided that the center is left in an orderly fashion, no damage has occurred, and no items are missing.** The deposit and facility use fees must be submitted in person at the Parks & Recreation Department or online prior to the reservation being scheduled on the calendar. Deposits will be refunded to the person who made the reservation only. **A full refund will be given providing cancellation is made by Thursday at 4:30 p.m. BEFORE the date reserved. If you do not contact the Parks and Recreation Department at (937) 859-5182 by Thursday at 4:30 p.m. to cancel before the date of the reservation, you will only be refunded the deposit amount of \$50.00.**
3. All activities and reservations must be approved in advance by the Parks & Recreation Director. The maximum capacity of the center is 120 people (75 seated). There are (13) 4x4 tables, (3) 4x8 tables, and 1 round table (70-inch round elastic works great). There is a full kitchen area available for use, including the refrigerator, stove, and microwave.

GUIDELINES FOR USE

1. **A key may be obtained from the Civic Center Parks and Recreation Dept. The key may be picked up on Friday between 8 a.m. and 4:30 p.m. for Friday and Sunday reservations. The key opens the rear kitchen door on the east side of the building. Please do not unlock the front doors.**
2. Groups or individuals using the center **SHALL NOT:**
 1. Gamble or solicit funds.
 2. Charge admission or conduct sales involving money except during an activity sponsored by the City of West Carrollton.
 3. Use the center or the equipment therein for any purpose other than that authorized.

3. **No alcoholic beverages are permitted.**
4. The center cannot be used for any commercial purpose except as authorized by the City Manager.
5. **Please note the arrangement of tables, chairs, and other furniture. The person reserving the center is responsible for returning the furniture to a similar fashion.**
6. Bounce houses or inflatables are **NOT** permitted inside or outside of the Center.
7. **Do not use scotch tape** for attaching decorations and displays to walls and/or ceilings. Please do not disturb decorations belonging to the Senior Citizens Club.
8. **Trash shall be picked up and placed in the outside dumpster.** Please leave plastic trash bags in the trash cans or replace them if they are thrown away. They can be found in the utility room, located near the women's restroom.
9. **Cleaning-up, please wipe down all counters in the kitchen and restroom area, sweep/vacuum, mop the floors, replace tables/chairs against the wall, and trash bags in cans.** Supplies (vacuum cleaner, mop, glass cleaner for mirrors, etc.) are located in the furnace room near the women's restroom. The door is unlocked, and you may use these supplies to ensure proper cleaning. If using the kitchen area, it must be returned to its original condition.
10. **Turn off all lights.** After locking the doors, please check all doors from the outside to make sure that everything is locked securely.
11. If a problem should occur, please call the Police Department at 859-3688 and report the problem. There is a payphone in the lobby.
12. ***Return the key by placing the key in the Water Department Night Deposit drop slot located in the Civic Center lobby immediately after use that day.***

Please enjoy the center and help us keep it a nice place for all citizens. THANK YOU!!