

Crosby Township Community Center

Rental Terms _____ **Signature** _____ **Date** _____

The center will be open for rental after normal township business hours of operation, which is 8am till noon, Monday thru Friday. The center can also be available during the weekend.

- All township functions have priority in scheduling, and occasionally take precedence over all reservations.
- Reservations can be made up to twelve months in advance.
- The center can be reserved up to a maximum of 4 hours.
- All functions must conclude by 10pm, and the center vacated.
- No alcohol or glass drink containers are permitted
- All vehicles must be parked in designated parking spots.
- No pets or animals allowed, except for necessary service animals.
- No smoking or open flames.
- Maximum capacity is 115 people.
- Anything that will damage the floor or building must remain outside.
- Only use water to clean up spills on the floor, no cleansing agents.
- Any function deemed harmful or inappropriate to the center may be denied.
- Food preparation must be done offsite, not in the kitchen.
- Decorations will not be attached to the walls, ceiling, tables, or chairs with staples, tacks, duct tape, or any tape that would leave a mark.
- The cost to rent is \$300 for nonresidents, \$200 for residents of Crosby Twp., and free to nonprofit organizations, such as boy scouts, Ohio Horseman Council, etc. The rent is to be paid at time of reservation.
- A deposit for cleanup of \$100 is required, and will be refunded if the center is returned clean as entered. The person applying for the rental or use is responsible for leaving the center in a clean and orderly condition.
- The restrooms should be checked for cleanliness and functionality after the function has ended, making sure no water is running and everything is in order as found at arrival.
- If a problem arises at the time of use, contact Jim Niehaus at 513-827-8196, or any of the township trustees.
- Any person or organization that does not follow the rules for the occupation of the center, may be denied future use of the facilities.
- Contact the community coordinator at 513-738-1440, to inquire about reserving the center for a function. Cancellations must be done in writing in order for any refunds. Cancellations must be done at least ten (10) days before the reservation date.

April 14, 2025 Crosby Township Trustees: Doug Lohman, Dennis Heyob, Chuck Heis