

## REGULATIONS FOR USE OF FACILITIES

### DECORATIONS:

Decorations permitted include:

Table coverage/centerpieces – No open flames permitted.

Helium balloons are allowed.

Decorations are to be tabletop or easel only.

All decorations are to be put up and taken down very carefully.

Absolutely No Tape or Stick Pins (of any kind) allowed.

**NOTHING AFFIXED TO ANY WALL OR POSTS NOT EVEN COMMAND PRODUCTS**

ALL decorations must be removed.

### CLEANING:

Cleaning-failure to comply will result in partial or no refund:

Tables & chairs must be wiped clean, chairs must be placed on rack.

Floors must be swept and wet mopped (if items have been spilled).

Sink, refrigerator, microwave and all kitchen counters must be emptied and left clean.

The kitchen must be left as clean and orderly as it was when you arrived.

All trash is to be removed from the facility and deposited in the dumpster outside.

Additional trash bags will be available in the storeroom in the kitchen.

Please notify the Village office (330-628-4896) of any spills on the carpet. Leave a message if no answer.

### GAMBLING:

For Lessees seeking to conduct gambling activities: by execution hereof, the Lessee and its authorized agents certify that the organization utilizing the Community Center is located and based in the Village of Mogadore and proceeds of all fundraising events shall be directed for the welfare of Mogadore residents and further by exception of this specific requirement.

### ALCOHOL USE:

In the event Lessee desires to serve alcohol at the Event Date, Lessee is responsible for completing security request form and returning such form to for processing 30 days before Rental Date. Lessee is responsible for securing and paying for such security guard through the Mogadore Police Department. The security guard shall be scheduled by the lessee and shall be required to be on duty from one-half hours before through one hour after the Event Time. The security guard is to receive all funds due him/her from lessee upon arrival.

### POLICE OFFICER:

A police officer shall be scheduled to be on the premises one-half hour through one hour after the Event Time. At the conclusion of the event, Lessee shall clean up the facility, including removal of all decorations and entertainment (band must be broken down and out of building within times listed). The Police Officer on duty has the right to deny extra time if permission is being requested on night of rental.

### ADDITIONAL RENTAL TIME:

Any additional rental time requested shall be at a rate of \$50.00 per hour (when a police officer is scheduled). Such requests should be made by 5 days before rental date.