

## REGULATIONS FOR THE 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 the rack.

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

The 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.

Notify the Village office of any spills on the carpet or if there is any damage to the property.

**To report any damage, call the Village Office at (330) 628-4896, or email [rosborne@mogadorevillage.org](mailto:rosborne@mogadorevillage.org).**

### 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 on the event date, Lessee is responsible for completing a Security Request Form and returning such form for processing 20 days before the rental date. Lessee is responsible for securing and paying for an officer through the Mogadore Police Department. The police officer 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 officer is to receive all funds due him/her from the lessee upon arrival. This is done at the Municipal Building.

### 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 the building within the times listed). The Police Officer on duty has the right to deny extra time if permission is requested on the 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 the rental date.

**Before you leave** - Call our non-emergency number (330) 633-4404 to have a Police Officer lock up the building.