



## Janice Ward Community Center Use Policy

Maximum occupancy = 60 people

It is the desire of the Clayton Council that the Janice Ward Community Building is available to the public for meetings, gatherings, etc. The following policy is intended to be a guideline for those persons or groups using the facility.

### Scheduling and Payment

- Renters shall have an identified contact person. This individual must complete the rental application and is responsible for the facility. The contact person must ensure all group members follow the policies outlined in this document.
- Payment is due at the time of application.
- To obtain the resident rate, the contact person must have proof of residency and either upload a photo of residency proof with the online application, email a photo of residency proof to [ldervali@clayton.oh.us](mailto:ldervali@clayton.oh.us) or present proof at the Clayton Government Center.
  - **Proof of residency includes valid driver's license, state ID or utility bill.**
  - If proof of residency is not able to be verified, the key will not be released unless the remaining balance of the non-resident rate is paid.
- Non-profit organizations requesting use of the facility at no charge must provide tax-exempt documentation at the time of application. No fee rentals for non-profit organizations is limited to Monday through Thursday 8:00am – 9:00pm.
  - After filling out the application, if at any time you find that you will not need the building on the day requested, please contact us immediately at 937-836-3500 so we can take you off the calendar and make the facility available.
- Rentals are not scheduled more than one-year in advance. On Fridays, Saturdays and Sundays, one group is permitted to rent the facility no more than two days during a one-month period.
- Access to the facility is arranged when the application is approved. Keys to the facility must be picked up at the Clayton Government Center located at 6996 Taywood Road and returned after the event. The Clayton Government drop box may be used to drop the keys off afterhours.
- A cancellation of 15 days or more prior to the rental will result in a full refund. A cancellation of less than 15 days prior to the rental will not be subject to a refund unless written documentation of a life altering reason is submitted to and approved by the City.

### Restrictions

- Anyone using the room is responsible for returning the room to the same condition as found. All trash should be placed in the covered cans as provided, tables and chairs must be returned to where they were found.
- Access to the facility is limited to the paid rental time and day. A 15-minute grace period prior to and after the scheduled rental time will be given
- Heating and/or air conditioning controls must be reset to the original settings upon departure.

- Nails, pushpins, command strips or other items that could create holes or damage inside or outside of the building are prohibited. Any damage to the room will be billed to the contact person. (Painter's tape, scotch tape or masking tape can be used for decorating)
- Food, beverages and use of the kitchen is permitted. Anything spilled or used must be cleaned up.
- No alcoholic beverages, smoking, tobacco use, or illegal activity is permitted on the property.
- Items may not be delivered or dropped off prior to the day/time of the rental.
- Due to limited space, all items brought in must be removed immediately after use. The City is not responsible for items left in building or on the property.