

COMMUNITY CENTER GUIDELINES

HOURS: 8:00 AM- 11:00 PM. (7) days a week. Unavailable on major holidays.

APPLICANT will be assessed charges for any repairs or cleaning, carpet damage or replacement.

TABLES: Tables are 6 foot long and will seat six (6) people. Do not staple or use thumb tacks on tables. ***Do not drag tables across the carpet.***

CHAIRS: ***DO NOT STACK***

COFFEE POT: 36 or 100 cup available upon request. Supply you own coffee. No filter needed.

KITCHEN FACILITIES: stove (for warming only) and refrigerator. You must provide all your own table service, clean up supplies, paper towels, etc. Use cutting board to chop/cut up foods. Leave kitchen and tables clean.

FLOOR is carpeted. No wood floor for dancing - not permitted to bring one in.

PETS are not permitted - only seeing eye dogs.

BEVERAGES: ***No alcohol, red or grape punch/drinks are permitted.*** Pop machine is available.

DECORATIONS: Use limited amounts of tape on walls and metal door frames. No nails, pins, staples or tacks are to be used on the walls or dias. “Silly String” in cans, sprinkles, glitter, rice or confetti is not permitted.

CANDLES are not permitted, due to fire hazard.

CLEAN UP: Remove all decorations. Wipe tables off . Pick up any food dropped on the floor. **Before leaving check restrooms and outside grounds for any trash, etc.**

TRASH: Remove all trash bags from cans provided and put in the Road Dept. dumpster located on the west side of the building.

ENTRANCE TO BUILDING: Key pad entry system. One-time key code for your use only.

PARKING: Is permitted in any empty marked space in the complex, including the lot adjacent to the main driveway. ***Parking is not permitted on the street , in the Sofa Express Lot or in the lot behind the Police building.*** Observe handicap parking signs and regulations. See attached sheet.

SMOKING: ***Is not permitted. There are smoke receptacles at the front & back of the building. Do not put cigarette butts on the ground.*** **CHEWING GUM** is not permitted.

RESTROOMS: are handicap accessible. **Before leaving check restrooms & clean if necessary.**

OUTSIDE SIGNS: ***Do Not*** use tape to place signs, balloons, etc. on the “Community Center” signs at the driveway entrance. If signs, balloons, etc. are to be used, ***tie*** them to the sign. Remove any signs/decorations you put out.

A Madison Township Special Duty Office is required if there are 25 or less attending and two (2) officers if more than twenty-five attending for certain activities. The fee for a special duty officer is \$32.00 per hour with a minimum of paying them for three (3) hours. Payment will go directly to the officer at the end of the activity.

PERMIT HOLDER agrees to hold harmless the Township from any and all claims, injuries and liabilities arising out of their renting or use of the Community Center.

FEES: Any fee paid is non-refundable.

**COMMUNITY CENTER
PARKING GUIDELINES**

**PLEASE FORWARD THE FOLLOWING INFORMATION
TO THOSE PARTICIPATING IN YOUR ACTIVITY/MEETING:**

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VEHICLES ARE PERMITTED TO PARK IN ANY EMPTY PAINTED PARKING SPACE IN THE MADISON TOWNSHIP COMPLEX. THIS INCLUDES THE COMMUNITY CENTER, LOT ADJACENT TO MAIN DRIVEWAY, ROAD DEPT., FIRE DEPT. AND POLICE DEPT. THE FOLLOWING AREAS ARE NOT AVAILABLE FOR PARKING:

- »» **“HANDICAPPED” (CARS WITH PERMITS ONLY)**
- »» **“POLICE VEHICLE LOT” (LOCATED BEHIND POLICE BUILDING)**
- »» **ALONG ANY OF THE DRIVEWAYS ENTRANCES**
- »» **IN THE GRASS**
- »» **MADISON LANE - COULD RESULT IN A POLICE CITATION.**
- »» **OLD SOFA EXPRESS PARKING LOT**

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THANK YOU FOR YOUR COOPERATION.