

## Madison Township Facility Use Policy Guidelines for use of the Community Center (room)

Madison Township receives requests from residents and non-residents to use the Community Center (room) throughout the year. Madison Township official meetings and events are given priority when booking the room. No outside groups may use the room more than one (1) time per month on an ongoing basis.

**Rental Fees:** Fees are established by resolution by the Board of Trustees.

Rental Fees are provided in a separate document.

**Request a Date:**

Those interested in reserving the Community Center Room should call the Administration Office at 614-836-5308. While general email questions will receive a response. All dates must be booked either in person or over the phone.

Keep in mind that weekend dates specifically go quickly.

**Request an Application:**

Applicants should request a form for Community Center Reservation from the Administration Office at 614-836-5308 or via email at [finance@madisontownship.org](mailto:finance@madisontownship.org).

**General process information:**

**Date Availability** - The date of interest must be available. Only 2 dates may be secured and on the reservation book by the same individual address at the same time. The Township only books one event per weekend day (Friday, Saturday, Sunday). Weekday events are given additional consideration, including the start and stop time of the event if staff is on duty to "flip" the room (this includes disinfecting, UV lights, tear down, and new set up). Consideration of start times for daytime events also depends on an event the night prior, again to allow for "flipping" the room set up.

**Residency Requirements** - The requestor's address will be confirmed using the Franklin County Auditor website. (The site will state if the address is in Madison Township.)

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Paperwork - Information to complete the paperwork will be taken over the phone. Within a reasonable time frame (usually less than 72 hours, excluding holidays), the paperwork will be emailed (if no email is available, paperwork can be mailed, or the requestor may come to the office during business hours). Within the email, a deadline for the return of completed paperwork will be included.

Payment - Full payment is due by the deadline stated in the requestor's paperwork.

No partial payments are accepted. No refunds are issued unless the Township is required to cancel the event due to unforeseen circumstances.

**If paperwork and payment are not received by the deadline, your name will be removed from the calendar. No additional notifications or reminders will be made.**

Forms of Payment - The township accepts exact cash, checks, and major credit card payments (with the addition of a small processing fee). Those using a credit card must have their paperwork returned to the office by the deadline, and then the card payment will be run. No credit card information is retained once the payment process is completed for each transaction.

*(IE: if you book two dates and want to pay for them separately, you will be required to give your card information for each transaction.)*

Transaction receipts are given to the requestor, along with confirmation paperwork.

Special Duty Officer(s) - Tween and teen birthday parties may be required to have a special duty officer.

Special Duty rates are based on a minimum of 3-hour time frames. The current hourly rate is \$50.00, but it could change. Payment is due directly to the Office before the event starts time - when your guest arrives. If the payment is not received, the Officer has the authority to immediately cancel the event.

Whether a special duty officer is required for an event or not. If the Police notice an issue or are called regarding it, or the building cameras show a need for concern and the police are called, they may deem the event to be a safety concern. The Officer will notify their supervisor (who will then discuss the concern with at least two of the following personnel, the Police Commander, Police Chief, Administrator, Public Works Superintendent, or Board Chair) for a final decision shutting down the event.

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**Review Criteria:** All requests received per this policy will be approved or denied based upon the following criteria:

- more attendees than the requested area can accommodate safely
- if the hours of the event meet the guidelines of the established facility
- whether the event meets the criteria of the requested facility
- whether the event and its coordinator can provide reasonable safety for the event attendees, parking accommodations, and, where applicable, the neighboring residents and businesses.
- determine if special duty officer(s) are required for the event.

Approval or denial of the request will be promptly communicated by the Administrator or their designee.

The office of the Township Administrator will keep records of all requests with notations of approval or denial once the paperwork has been received.

**Review Committee:** All requests received per this policy will be reviewed by Township Administration Office employee(s). If there is a question about an event, it will first be taken to the Administrator and then, if needed to the Fiscal Officer. Any additional information that might be needed will try to be obtained by the requestor. Issues not able to be addressed or resolved by this process will go to a Review Committee comprised of the following members:

- Township Administrator
- Public Works Superintendent
- When necessary, the department head of the fire or police or their designee
- When necessary, the Board Chair or his/her designee
- Any ad hoc members assigned by the Township Administrator

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